

# CARDIAC EMERGENCY RESPONSE PLAN

## Humboldt County Office of Education

This Cardiac Emergency Response Plan was adopted by the Humboldt County Office of Education (HCOE) effective July 16, 2025. This plan was reviewed and approved by legal counsel for HCOE on May 21, 2025.

A cardiac emergency requires immediate action. Cardiac emergencies may arise because 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 and can result 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.

The Cardiac Emergency Response Plan of HCOE shall be as follows:

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

The Cardiac Emergency Response Team shall be composed of those individuals who have current CPR/AED certification. It will include school health staff and/or other appropriate staff within HCOE. It should also include an administrator and office staff who can call 9-1-1 and direct EMS to the location of the SCA.

- a. Members of the Cardiac Emergency Response Team are identified in the “Cardiac Emergency Response Team” ([see appendix A](#)), to be updated yearly and as needed to remain current. One of the members shall be designated as the Cardiac Emergency Response Team Coordinator.
- b. All members of the Cardiac Emergency Response Team shall receive and maintain nationally recognized CPR/AED training, which includes a certification card with an expiration date of not more than 2 years.

- c. 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 [Appendix C](#) simplified “CARDIAC EMERGENCY RESPONSE TEAM PROTOCOL”.

## **3. Automated External Defibrillators (AEDs) – Placement and Maintenance**

- a. The minimum recommended number and placement of AEDs, whether inside the school building or on school grounds (including athletic fields), shall be sufficient to ensure that an AED can be retrieved and delivered to any location ideally within 2 minutes of being notified of a possible cardiac emergency, either by staff or a qualified individual.
- b. HCOE will inspect all AED units every 90 days and maintain each AED per the manufacturer’s guidelines and log all activity. Each school shall assign someone to ensure readiness and record maintenance; at HCOE, this is the Director of Maintenance & Operations.
- c. Additional Resuscitation Equipment: A resuscitation kit shall be connected to the AED carry case. The kit will contain latex-free gloves, a razor, scissors, towel antiseptic wipes and a CPR barrier mask.
- d. AEDs should not be locked in an office and stored in a location that is always easily and quickly accessible.
- 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 should have one set of defibrillator electrodes connected to the device and one spare set. All AEDs should have clear AED signage to be easily identified. Locations of the AEDs are to be listed in the “[Cardiac Emergency Response Team](#)” appendix A.

#### **4. Communication of this Plan Throughout the Campus**

- a. The Cardiac Emergency Response Protocol shall be *posted* as follows:
  - 1. Available to you upon request and linked on the HCOE.ORG website.
  - 2. Adjacent to each AED.
- 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 enrolled students.
  - 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 the modified Cardiac Emergency Response Plan ([appendix B](#)) shall be provided to any organization using HCOE facilities. A signed acknowledgment of the receipt of this Plan and The Modified Protocol by any outside organization using an HCOE facility shall be kept within the office of the conference center manager.

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

- a. Staff Training:
  - 1. Several staff shall be trained in cardiopulmonary resuscitation (CPR) and in the use of an AED to enable HCOE to carry out this Plan. Training shall be renewed at least every two years. The Superintendent or designee 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-based, on-line or blended instruction but should include cognitive learning, hands-on practice and testing.

b. Cardiac Emergency Response Drills:

1. It is recommended that HCOE conduct at least 1 Cardiac Emergency Response Drills each school year with the participation of the Cardiac Emergency Response Team.

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

- a. HCOE shall provide a copy of this Plan to local emergency response and dispatch agencies, 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 will be coordinated with the local EMS Agency, campus safety officials, on-site first responders, administrators, school nurses and/or other members of the school and/or community medical teams.
- c. HCOE shall work with local emergency response agencies to:
  1. coordinate this Plan with the local emergency response system and
  2. inform the local emergency response system of the number and location of on- site AEDs.

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

HCOE shall conduct an annual internal review of their Plan. The annual review should focus on ways to improve HCOE's 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/HCOE facility or at any off-campus school-sanctioned function.

Post-event documentation and action shall include the following:

1. Documentation of the date, time and location of the cardiac emergency and the steps taken to respond to the cardiac emergency.
2. The identification of the person(s) who responded to the emergency.
3. 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.
4. Determination on which individuals/departments/divisions need to receive communication post cardiac emergency.
5. Determination of the procedures for the release of information regarding cardiac emergencies.
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.
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.
8. A review of the documentation for all Cardiac Emergency Response Drills performed during the school year.

## Appendix C

### Humboldt County Office of Education

#### Cardiac Emergency Response Team PROTOCOL For All Sites

Sudden cardiac arrest events can vary greatly. Immediate action is crucial to successfully respond to a cardiac emergency.

Follow these steps in responding to a suspected cardiac emergency:

**a. Recognize the following signs of sudden cardiac arrest and act 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 could cause cardiac arrest, a condition called commotio cordis. The person may have the signs of cardiac arrest described above and is treated the same.

**b. Facilitate immediate access to professional medical help:**

- Call 9-1-1 as soon as you suspect a sudden cardiac arrest. Provide the school/facility 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 arrival of Emergency Medical Service (EMS) personnel.
  - 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.
- Immediately contact the members of the Site Administration/Cardiac Emergency Response Team (CERT).

- Give the exact location of the emergency. ("Mr. /Ms. \_\_\_\_\_ Classroom, Room #, gym, football field, cafeteria, etc.").
- The closest team member should retrieve the automated external defibrillator (AED) enroute 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:
  1. 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.)
  2. 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).
  3. 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.

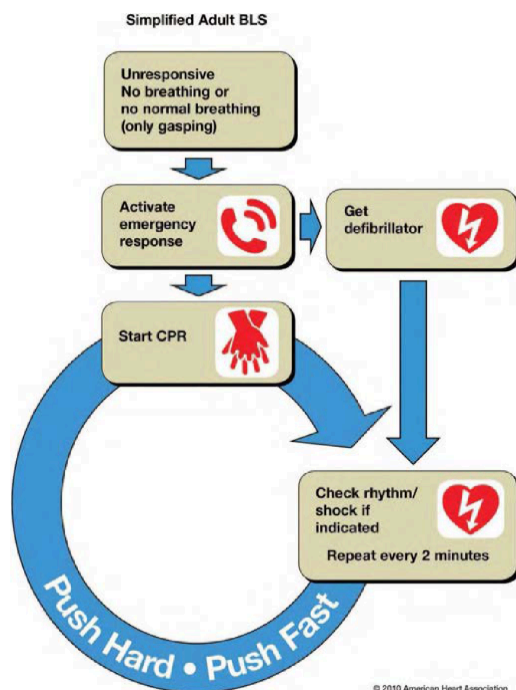
**e. Transition care to EMS:**

- 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 trained staff have 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.
- 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.



**School/Site Name | School/Site Address | Placement Location | Site Contact****Humboldt County Office of Education: Main Building**

901 Myrtle Ave. Eureka, CA 95501 Wall near Women's restroom/Comm. Center Jed Watts  
[jedwatts@hcoe.org](mailto:jedwatts@hcoe.org) (707) 445-7095

**Humboldt County Office of Education: Sequoia Conference Center**

901 Myrtle Ave. Eureka, CA 95501 Wall behind the reception desk Amanda Moxon  
[amoxon@sequoiacenter.net](mailto:amoxon@sequoiacenter.net) (707) 440-9502

**Glen Paul School**

2501 Cypress Ave. Eureka, CA 95503 Wall opposite the reception desk Damon Collier  
[dcollier@hcoe.org](mailto:dcollier@hcoe.org) (707) 445-7068

**Eel River Court and Community School**

2292 Newburg Rd. Fortuna, CA 95540 Wall near the student bathrooms Lex Rohn  
[lrohn@hcoe.org](mailto:lrohn@hcoe.org) (707) 445-7081

**Educational Resource Center**

1820 6th St. Eureka, CA 95501 Wall between the reception area and Multipurpose room Lex Rohn  
[lrohn@hcoe.org](mailto:lrohn@hcoe.org) (707) 445-7081

**Arcata Court and Community School**

1222 Hallen Dr. Arcata, CA 95521 Wall to the right of the main front entrance Lex Rohn  
[lrohn@hcoe.org](mailto:lrohn@hcoe.org) (707) 445-7081

**Appendix A****CARDIAC EMERGENCY RESPONSE TEAM****2025/ 2026 School Year**

The following people compose the Cardiac Emergency Response Team. All members shall have current CPR/AED training and are hereby designated to respond to and provide basic life support during a cardiac emergency. Those closest to the emergency shall be contacted first.

Team Members: Klark Swan, Katie Cavanagh, Michael Davies-Hughes, Amanda Moxon, Peter Stoll, Taylin Titus, Lex Rohn, Damon Collier, Lynne Mahony, Eric Gorden, Caroline Murphy, Lori Lewis, Jenny Pschaida, Teresa Stewart

Team Coordinator: Klark Swan

Note: Other students and staff not listed here may initiate a response and provide basic life support as needed if Team Members are not immediately available

**School/Site Name | School/Site Address | Placement Location | Site Contact****Humboldt County Office of Education: Main Building**

901 Myrtle Ave. Eureka, CA 95501 Wall near Women's restroom/Comm. Center Jed Watts [jedwatts@hcoe.org](mailto:jedwatts@hcoe.org)  
(707) 445-7095

**Humboldt County Office of Education: Sequoia Conference Center**

901 Myrtle Ave. Eureka, CA 95501 Wall behind the reception desk Amanda Moxon [amoxon@sequoiacenter.net](mailto:amoxon@sequoiacenter.net)  
(707) 440-9502

**Glen Paul School**

2501 Cypress Ave. Eureka, CA 95503 Wall opposite the reception desk Damon Collier [dcollier@hcoe.org](mailto:dcollier@hcoe.org)  
(707) 445-7068

**Eel River Court and Community School**

2292 Newburg Rd. Fortuna, CA 95540 Wall near the student bathrooms Lex Rohn [lrohn@hcoe.org](mailto:lrohn@hcoe.org) (707) 445-7081

**Educational Resource Center**

1820 6th St. Eureka, CA 95501 Wall between the reception area and Multipurpose room Lex Rohn [lrohn@hcoe.org](mailto:lrohn@hcoe.org) (707) 445-7081

**Arcata Court and Community School**

1222 Hallen Dr. Arcata, CA 95521 Wall to the right of the main front entrance Lex Rohn [lrohn@hcoe.org](mailto:lrohn@hcoe.org)  
(707) 445-7081

## **Appendix B**

### **HCOE MODIFIED CARDIAC EMERGENCY RESPONSE PLAN**

*(For use when HCOE facilities are used by other organizations)*

Humboldt County Office of Education has taken the time to implement this plan, which includes educating our schools and community about sudden cardiac arrest, and getting our cardiac emergency response team CPR trained, maintaining our AED(s) so they are ready to be utilized, and documenting and practice drills of our response plan.

We recommend that your organization do likewise.

If you are using the facility outside school/office hours, you can orient your organization to the cardiac chain of survival, which entails having a plan for who is going to perform the steps below:

#### **CARDIAC EMERGENCY RESPONSE PROTOCOL**

- **Recognize Sudden Cardiac Arrest** *(assume Sudden Cardiac Arrest in anyone collapsed and unresponsive)*
- **Call 911**
- **Retrieve an Automated External Defibrillator (AED)**
- **Begin Hands-Only CPR** *(push hard and fast in center of the chest about 100 times a minute)*
- **Direct EMS to the scene** *(a member of your team is outside the facility entrance directing EMS to the victim)*

Every person associated with your organization can take a few minutes to watch a video demonstrating the Cardiac Chain of Survival at [www.heart.org/handsonlycpr](http://www.heart.org/handsonlycpr). These videos demonstrate hands-only CPR in action. You can also locate and attend a classroom-based CPR and AED course. Visit [www.heart.org/cpr](http://www.heart.org/cpr) and click the red “Find a Course” button.

In the event of a cardiac emergency, after implementing a response, please notify **the Humboldt County Office of Education Conference Center Manager** at **707-440-9502** or **707-445-7000** for a post-event debrief. Thank you for your support.

Acknowledgement of the receipt of the Modified Cardiac Emergency Response Plan and Protocol, to be signed by an outside organization using the school/facility and kept in the office of the conference center manager.

I, (PRINT NAME) \_\_\_\_\_, acknowledge the receipt of the Cardiac Emergency Plan for Humboldt County Office of Education. I agree to orient my organization to the cardiac chain of survival and, in case of an emergency, will implement the Cardiac Emergency Response Plan Chain of Survival.

Name (printed): \_\_\_\_\_

Organization: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_