

**The Physical Fitness Facility
Medical Emergency Preparedness Plan**



Southwestern Illinois College
(Office with Primary Responsibility: Department of Public Safety)

As of August 25, 2011

**The Physical Fitness Facility
Medical Emergency Preparedness Plan**

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2-All Specific Emergency Actions Plans on file with Public Safety and attached to the specific AED.		

The Physical Fitness Facility Medical Emergency Preparedness Plan

Southwestern Illinois College

References:

1. Public Act 093-0910, Physical Fitness Facility Medical Emergency Response Preparedness Act.
2. Illinois Register, Title 77: Public Health, Chapter I: Department of Public Health, Subchapter f: Emergency Services and Highway Safety, PART 527: Physical Fitness Facility Medical Emergency Preparedness Code

I. Introduction: The following document describes the policies and procedures to be used in governing the Southwestern Illinois College Physical Fitness Facility Medical Emergency Response Action Plan and Automated External Defibrillator (AED) program. It is the goal of this program to provide a rapid response to sudden cardiac arrest (SCA) for students, employees, and visitors of Southwestern Illinois College. It is the intent of this document to give the AED Responders general guidance in response to an incident of SCA. The document is not intended to cover all circumstances involved in such emergencies. All AED Responders must operate within the parameters of this early defibrillation program. Annual review of this document will be conducted by the Safety Committee, through the Human Resources Department, for content and guideline modifications to meet Federal, State, and local standards.

II. Scope: This document describes the policies and procedures of Southwestern relating to its AED program, utilizing employees who serve as trained responders in CPR and AED therapy in the event of a medical emergency.

III. Purpose: To establish a Southwestern Illinois College Physical Fitness Facility Medical Emergency Response Action Plan in accordance with Public Act 093-0910, title Physical Fitness Facility Medical Emergency Preparedness Act, known as the Colleen O'Sullivan Law.

IV. Requirements:

- a. The law requires an automated external defibrillator (AED) in all indoor physical fitness and outdoor facilities that are owned or operated by a public college and supervised by one or more persons, other than maintenance or security personnel, employed by the unit of local college for the purpose of directly supervising the physical fitness activities taking place at any of these indoor and outdoor facilities or such facilities located adjacent thereto, and any other indoor establishment that provides services or facilities focusing primarily on cardiovascular exertion as defined by the Department rule and serves a total of 100 or more individuals. The Illinois Department of Public Health Department has defined cardiovascular exertion as relatively continuous active physical exercise that uses large muscle groups and that substantially increases the heart rate. The number of members of the facility includes the complete facility membership whether or NOT these members are present at the facility at the same time. IDPH states in calculating the number of

individuals served by a facility the greater of (1) the seating capacity, (2) the capacity of the facility under applicable fire code or similar standards, or (3) the number of members of the facility, shall be included in the final determination.

Exception: The physical fitness facility term does not include a facility serving less than a total of 100 individuals as further defined by IDPH. Additionally, the term also doesn't include any facility in a hospital, hotel/motel, or any facility that doesn't employ any persons to provide instruction, training or assistance for persons using the facility.

- b. Specific SWIC locations meeting this definition for applicability of the law include:
- (1) Belleville Campus, 2500 Carlyle Ave, Belleville, IL 62221
 - (a) Varsity Gym
 - (b) IM Gym
 - (c) Fitness Center, Room 0516, Main Complex
 - (2) Sam Wolf Granite City Campus, 4950 Maryville Road, Granite City, Il 62040
 - (a) Fitness Center, Room 330
 - (b) Public Safety Officer, Room 363 (for soccer field)
 - (3) PSOP, 201 N. Church St., Belleville IL.
 - (a) Fitness Center, Roosevans Fitness Center
 - (b) Fuerer Hall
 - (6) Outdoor Athletic Fields (Soccer, Baseball, Softball, Tennis)

c. This plan must be filed with the Department of Public Health no later than 1 July 2005. The plan must be updated within 45 days of any change to include taking an AED out of service.

d. Every physical fitness center must have at least one AED; must ensure there is a trained AED user on staff *and present* and the AED is properly tested and maintained with rules adopted by the Department. (Reference: Page 8, para VI, below)

e. *In the case of an outdoor physical fitness facility,*

the AED must be housed in a building, if any, that is within 300 feet of the outdoor facility where an event or activity is being conducted. If there is such a building within the required distance, the building must provide unimpeded and open access to the housed AED, and the building's entrances shall further provide marked directions to the housed AED. If there is no such building, the person responsible for supervising the activity at the outdoor physical fitness facility shall ensure that an AED is available at the outdoor facility during the time that the event or activity at the facility is being conducted.

f. Any new or additional AEDs must meet the equipment standards of Southwestern Illinois College EMS System (Memorial Hospital) and be added to our current Public Access Defibrillation (PAD)/AED Agreement(s).

V. Definitions:

a. Trained AED Responder –An individual who is trained in AED use and is available to respond to SCA medical emergencies. Trained means a person has successfully completed a course of instruction in accordance with a nationally recognized organization such as the American Red Cross or American Heart Association, a course in accordance with AED code or who is licensed to practice medicine in all branches in this State.

b. Automated external defibrillator (AED) –An automated computerized medical device programmed to analyze heart rhythm, recognize rhythms that require defibrillation, and provide visual and voice instructions for the device operator, including, if indicated, to push the button to deliver an electric shock.

c. Cardiopulmonary resuscitation (CPR) –Rescue breathing and external cardiac compression applied to a victim in respiratory and/or sudden cardiac arrest.

d. Emergency Medical System (EMS) –Professional community responder agency for emergency events, which provides medical assistance and/or ambulance transport.

b. Rescue breathing –Artificial ventilation of a victim in respiratory and/or sudden cardiac arrest.

f. Sudden cardiac arrest (SCA) –A significant life-threatening event when a person's heart stops or fails to produce a pulse.

g. Site Coordinator: A person designated to ensure their fitness facility and/or AED program meets the standards and inspection criteria for compliance with this plan and federal, state, and local standards.

VI. AED Accessories and Locations/Type or Model:

a. Accessories: All accessory equipment must remain with the AED unit and must be inspected monthly for readiness for use and integrity of the device. This is part of the periodic inspection and is the responsibility of the Site AED Coordinator. These locations should include the following items:

- AED with battery installed (1)
- Carrying Case (1)
- Defibrillation Pads (2 sets)
- Accessories (scissors, towel, razor, pocket mask, gloves)

b. Locations:

Location	Room	Brand	Model	Serial Number
Belleville Campus, Public Safety	MC 1180	Phillips HeartStart FR2+	M3861A	605157382
Belleville Campus, Liberal Arts Building	Lobby	Phillips HeartStart FR2+	M3861A	605158099
Varsity Gym	Room 1500	Phillips HeartStart FR2+	M3861A	605156688
IM Gym	Gym Area	Phillips HeartStart FR2+	M3861A	605157700
Belleville Campus, Fitness Center	MC 0534	Phillips HeartStart FR2+	M3861A	605157918
Belleville Campus, ISB Lobby	South Lobby	Phillips HeartStart FRx	FRx	B 90E-01522
SWGCC, Public Safety	360	Medtronic Physico-Control	LIFEPAK 500	14285148
SWGCC, Fitness Center	330	Medtronic Physico-Control	LIFEPAK 500	12670819
PSOP, Fitness Center	Phase I, 2 nd Floor Hallway	Zoll	AED Plus	XO 4A027227
PSOP	Feuer Hall/ Kitchen	Phillips HeartStart FRx	FRx	B101-06274
Belleville Campus, Public Safety	Vehicle #1	Phillips HeartStart FR2+	M3861A	406191611
Belleville Campus, Public Safety	Vehicle #2	Phillips HeartStart FRx	FRx	B081-01828
Athletic Office, Main Complex, (athletic fields)	0504	Phillips HeartStart FRx	FRx	B081-00065
Athletic Office, Main Complex (traveling unit)	0504	Phillips Heartstart FRx	FRx	B09F-01059
Athletic Office, Main Complex (traveling unit)	0504	Phillips Heartstart FRx	FRx	B09F-01052
SWGCC, Public Safety (Athletic Field Unit)	363	Phillips Heartstart FRx	FRx	B09F-01067

VII. Duties and Responsibilities:

a. Human Resources Department:

- (1) Review the program annually to evaluate effectiveness through the Safety Committee.
- (2) Participate in case reviews, responder training and retraining, data collection and other quality assurance activities.
- (3) Coordinate Job Description changes, as required, with Collective Bargaining

Units.

b. Public Safety Department:

- (1) Appoint a Site (Location) AED Coordinator to ensure compliance as outlined below.
- (2) Maintain, track and schedule SWIC CPR/AED Trained Users certifications and re-certifications. Maintain a list of trained AED responders at each site and communicate additions and changes to the Regional Emergency Medical System Coordinator (Resource Hospital).
- (3) Coordinate and maintain PAD agreements for the AEDs with the Regional Emergency Medical System (Resource) Hospital.
- (4) Assure maintenance of the AED and related response equipment by performing monthly inspections of the equipment and supplies. Replace any supplies as needed. Equipment and Supplies include but have not limited to software, pads, batteries, etc.
- (5) Maintain completed AED Operator Inspection Checklists, as long as the AED is in operation and/or until removed from the inventory. Completion means when the checklist is fully completed, not monthly. The checklists will support multiple months of inspections.
- (6) Report any performance discrepancies, device defects, or missing, expired, and/or damaged accessories that would affect the usage to the IDPH, IAW paragraph XVII, below and/or Section 527.400 and 527.600, subparagraph c of Reference 2.
- (7) Maintain files of records pertinent to the AED program and assure responsibilities delegated to others as outlined herein are completed. Records must be maintained for 7 years while incidents involving children under 21 years of age must be maintained until the age of 21.

c. Athletic Department:

- (1) Schedule required training, as needed, to maintain CPR/AED certifications.
- (2) Ensure CPR/AED certification is placed in Job Descriptions.
- (3) Notify the Department of Public Safety when a trained user resigns/terminates.
- (4) Provide certified staff at Southwestern sponsored Athletic events/functions as required by law. Also, ensure Non-SWIC facility users provide a trained user for events/functions that meet the criteria in paragraph IV, Requirements, above.
- (5) Report any performance discrepancies, device defects, or missing, expired, and/or damaged accessories to the Department of Public Safety immediately.
- (6) Test and inspect Athletic AED as required by the manufacture.
- (7) Issue the AED and Internal Response Plan to Outdoor Athletic Field Users.

d. Health and Physical Education Department:

- (1) Schedule required training, as needed, to maintain CPR/AED certifications.
- (2) Ensure CPR/AED certification is placed in Job Descriptions and/or Minimum Instructor Requirements (IMRs).

- (3) Notify the Department of Public Safety when a trained user resigns/terminates.
- (4) Provide certified staff at Southwestern sponsored Fitness Center events/functions as required by law (Appendix 1 of this plan). Also, ensure Non-SWIC facility users provide a trained user for events/functions that meet the criteria in paragraph IV, Requirements, above.
- (5) Report any performance discrepancies, device defects, or missing, expired, and/or damaged accessories to the Department of Public Safety immediately.

e. PSOP Branch Office:

- (1) Appoint a Site (Location) AED Coordinator to ensure compliance as outlined below. Coordinate CPR/AED program issues through the Director of Public Safety.
- (2) Assure maintenance of the AED and related response equipment by performing monthly inspections of the equipment and supplies per operator's manual. Replace any supplies as needed.
- (3) Schedule required training, as needed, to maintain CPR/AED certifications.
- (4) Forward completed Inspection Checklists to the Director of Public Safety. Completion means when the checklist is fully completed, not monthly. The checklists will support multiple months of inspections.
- (5) Ensure CPR/AED certification is placed in Job Descriptions.
- (6) Maintain a list of trained AED responders at their site and communicate additions and changes to the Director of Public Safety.
- (7) Provide certified staff at Southwestern sponsored Fitness Center events/functions as required by law. Also, ensure Non-SWIC facility users provide a trained user for events/functions that meet the criteria in paragraph IV, Requirements, above.
- (8) Report any performance discrepancies, device defects, or missing, expired, and/or damaged accessories to the Department of Public Safety immediately.

VIII. Training Requirements (Reference Section 527.800 of Reference 2, above):

- a. Any employee that is expected to provide instruction, training, or assistance for persons using the fitness facilities as listed above in paragraph VI.b. will be trained in CPR and AED use and this Medical Response Plan. (Reference: Sections 525.800 of Reference 2, above)
- b. All training will conform to the American Red Cross or American Heart Association Heart Saver AED standards or standards under the Illinois Department of Public Health, via the Southwestern Illinois EMS System. (Reference; Page 2, paragraph V(a) of this Plan)
- c. All training will be provided and funded by the college.
- d. Training will be scheduled and tracked by the Director of Public Safety and/or each

Site Coordinator responsible for the facility listed above in paragraph VI.b.

IX. Designated Emergency Medical Responders:

- a. First Responders (Public Safety): All Public Safety Officers and Dispatchers must successfully complete the First Responder Course and/or CPR/AED training, in accordance with the Collective Bargaining Agreement between Community College District #522 and the Illinois Council of Police-SWIC Public Safety Employees Union. Additionally, all Public Safety officers must successfully re-certify through in-service training requirements to meet all CPR/AED standards by a nationally recognize training source. (Reference para VIII, Training Requirements, above)
- b. SWIC Employees: The following non-Public Safety employee positions will be trained in the use of CPR/AED. At least one (1) trained CPR/AED user will be available during all Southwestern Illinois College athletic events to include intramurals, and physical education classes with cardiovascular exertion held in the facilities and during the hours of operation of the Fitness Centers as listed on page 8.
 - (1) Athletic Department Staff (i.e. Coaches and Assistants) and Intramural Staff
 - (2) Health and Physical Education Fitness Center Staff/Faculty to include Cardiovascular Exertion Program staff (i.e. Aerobics)
 - (3) PSOP Fitness Center Staff
- c. Non-SWIC (Third Party) Facility Users: When our facilities are leased or used by a third party when SWIC staff is NOT present, then the Facility Owner (Athletics, PSOP, Health and Education-Fitness Center Department) shall notify the third party in writing of the AED location, telephone, and this emergency plan. If the third party numbers more than 100 or is another unit of government, identified in reference 1 or 2 above, then the third party or facility owner must also ensure that at least one trained AED user is on the premises during all hours that the facility is being operated. (Reference 2, Section 527.800)
 - (1) Non-SWIC Facility Event users shall complete a Facility Request, per established Board of Trustee Policy 7010, Use of College Facilities. The Facility Request must indicate the number of expected participants and guests. If the event participants meet the criteria of paragraph c, above, then the non-SWIC user must provide a trained AED user or request SWIC provide an AED trained user at the requester's cost. **SWIC has the option to deny any request.**
 - (2) Any requirement for Public Safety Department (Trained AED User) must be arranged at least 7 days in advance and will be billed at 1½ times the base salary of the average officer scheduled to work the event.

X. Emergency Medical Response Plan Activation: The Public Safety Department provides First Responder certified officers at the Belleville and Sam Wolf Granite City Campuses. Upon notification of a medical emergency, Public Safety Officers will respond as efficiently and promptly as possible, not exceeding established response protocols. However, based on the facility usage, non-public Safety or non-SWIC employees may be performing CPR or using the AED. In this case, the Public Safety Officer will provide support and/or additional medical assistance. The officers will not necessarily assume scene responsibility if a certified CPR/AED user is properly performing CPR or using the AED; however, the CPR/AED certification must be acknowledged.

- a. Internal Notification – Once notified of an emergency, a bystander will notify the appropriate emergency response agency:
 - (1) Belleville Campus, 911 or extension 5555
 - (2) Sam Wolf Granite City Campus, 911 or extension 7372
 - (3) Red Bud Campus, 911
 - (4) PSOP Branch Office, 911
- b. External Notification – Once notified of an emergency, the appropriate emergency response agency will contact other agencies for assistance as needed via 9-1-1 or other direct means.

XI. Type of Medical Emergency:

- a. *Sudden Cardiac Arrest* - Follow “Indications for AED Use” in section XII of the plan.
- b. *Other Medical Emergencies* – Responder should provide the patient care that is consistent with his/her training.

XII. Indications for AED Use: The AED should be used only on a patient who is:

- a. Unconscious
- b. Not Breathing
- c. No Signs of Circulation

XIII. Procedures: Notify the internal or external Emergency Medical Response Agency.

- a. Assess scene safety: Rescuer makes sure there are no hazards to them.
Examples are:
Electrical Dangers
Chemical Dangers
Harmful People
Traffic
Fire or Flammable gases
- b. Determine if Patient is:
 - (1) Unconscious

- (2) Not Breathing
- (3) No Signs of Circulation

c. Turn AED on/Follow Voice Prompts

XIV. Post Incident Procedure: These steps should be completed as soon after the incident as possible:

- a. Replace electrodes
- b. Check expiration date on electrode package
- c. Replace pocket mask and other supplies used
- d. Check battery to assure sufficient battery life
- e. Retrieve data and forward to Southwestern Illinois EMS System (Memorial Hospital) within 24 hours.
- f. Debriefing Procedures: As soon as possible, a debriefing should be conducted to evaluate the SCA response efforts. The Site AED Coordinator, AED Responder, Public Safety Department, Safety Manager, and the Human Resources Department should conduct an evaluation of all aspects of the emergency response and the strengths and deficiencies of the response plan as revealed by the incident. Modifications made to the plan must be approved and properly communicated to all AED Responders of record.

XV. Physician Oversight: Southwestern Illinois College oversight is provided by Southwestern Illinois Emergency Medical System (Memorial Hospital). The oversight is for all campus and branch office locations, even though the campus or branch office is located in another county (i.e. Madison, Randolph).

XVI. Quality Assurance:

- a. Within 24 hours of the event/usage, attachment 1, Public Access Defibrillation Utilization Form, must be completed by anyone who uses the AED. Additionally, certified First Responders or higher must complete attachment 2, Southwestern Illinois EMS System, First Responder Patient Report Form. The applicable form(s) must be submitted to Southwestern Illinois EMS, Memorial Hospital, 4500 Memorial Drive, Belleville, Illinois 62226.
- b. The AED must be downloaded and the AED recording(s) must be retrieved and submitted as well with the PAD Utilization Form.

XVII. Basic Maintenance:

- a. All AEDs assigned to Southwestern Illinois College will be tested monthly utilizing

Operator's Checklist provided by the appropriate manufacture. Any device requiring corrective action will be immediately removed from service and repaired.

- b. The Director of Public Safety or designee, must be notified immediately when an AED is removed from service, as well as being brought back into service. Within 45 days, the Director of Public Safety or designee must notify the Illinois Department of Public Health, as well as the Memorial Hospital EMS of any changes within this plan and/or when an AED is removed and/or brought back into service.

SIGNATURES:

Sherry Johnson, Director, Human Resources

Amanda Starkey, Dean Math and Science
(Health and Education)

Mark A. Green, CPP
Director of Public Safety

Vicki Rose, Executive Director PSOP

Jay Harrington, Athletic Director

Public Access Defibrillation Utilization Form

Use this form to report any event, incident or situation that results in the possible use of the AED.

PAD provider name and organization: _____

Location of victim: _____

Date of incident: _____ Time of incident: _____

Name of victim, if available: _____

Name of person who found the victim: _____

Name of person who determined victim was unresponsive: _____

Name of person who operated the AED: _____

How was the pulse checked: _____ Did the victim have a pulse? **Y** **N**

Was EMS (911) called? **Y** **N** Was the patient breathing? **Y** **N**

Time EMS was called: _____

Briefly, describe the event, incident or situation that resulted in the AED being brought to this victim:

Was the AED applied to the victim? **Y** **N**

If yes, describe what actions the AED advised and how many times the patient was defibrillated.

Status of patient at time EMS personnel arrived.

Was the patient breathing? **Y** **N**

Did the patient have a pulse? **Y** **N**

Name of person completing this report: _____

Phone number: _____ Signature: _____

Mail form to: Southwestern Illinois EMS System
Memorial Hospital
4500 Memorial Drive
Belleville, IL 62226

(NOTE: Additional SWIC Information Requested on the Reverse Side)

**Southwestern Illinois College
Additional AED Utilization Information**

Age: _____

Gender: Male ___ Female ___

Location of Incident: _____

Witnessed Arrest: Yes ___ No ___

Breathing upon arrival of designated responders: Yes ___ No ___

Pulse upon arrival of designated responders: Yes ___ No ___

Bystander CPR: Yes ___ No ___

Cardiac Arrest after Arrival: Yes ___ No ___

Number of Defibrillations _____

Efforts terminated in the Field? Yes ___ No ___

Any complication? Yes ___ No ___

Location of AED Download: SWIC Public Safety Y N Other: _____
(Specify Agency)

Date of AED Monthly Inspection: _____

Comments:

Additional Comments:

Appendix 1
Physical Education Courses
Recommended CPR/AED
Certification for Instructors

As of 8/5/11

Course Section	Course Title
PE 101	Coed Volleyball
PE 102	Coed Basketball
PE 107	Beginning Swimming
PE 108	Intermediate Swimming
PE 109	Coed Water Safety and Lifesaving
PE 110	Strength Training
PE 112	Coed Softball
PE 113	Beginning Tennis
PE 114	Intermediate Tennis
PE 115	Personal Defense-Karate I
PE 116	Personal Defense-Karate II
PE 118	Personal Defense-Kodokan Judo I
PE 119	Personal Defense-Kodokan Judo II
PE 120	Personal Defense-Kodokan Judo III
PE 124	Beginning Soccer
PE 128	Aerobic Exercise
PE 132	Pilates I
PE 160	Physical Fitness I
PE 161	Physical Fitness II
PE 203	Baseball Theory
PE 204	Basketball Theory
PE 260	Physical Fitness III
PE 261	Physical Fitness IV