



To: District 113A Staff
From: Susan Wulczyn, Director of Student Services
Date: August, 2020
Re: Notification Regarding the Physical Fitness Facility Medical Emergency Response Plan and Automatic External Defibrillator (AED) Availability for 2020-2021

We would like to notify you about our plan for responding to medical emergencies that might occur in our physical fitness facilities. A copy of our *Step-by-Step Response Plan for Medical Emergencies* accompanies this memo; our entire Medical Emergency Plan can be found on the district's website under the Health Services tab. This plan includes access to an Automatic External Defibrillator (AED) in the following locations in these buildings during operational hours. The AEDs highlighted in bold text will also be available during non-operational hours:

<u>Building</u>	<u>Location of AED</u>
Oakwood School	Gym and nurse's office
River Valley School	Gym and nurse's office
Old Quarry Middle School	Big gym, small gym , fitness center and nurse's office <i>Portable AEDs are also available for outdoor and off-site activities.</i>
Transportation/Maintenance	Common area

The following information is posted with each AED:

1. Instructions to immediately call 9-1-1 and instructions for emergency care.
2. Names and telephone extensions of all trained AED users in the facility.
3. Instructions for using an AED.

The AEDs are strategically placed and readily accessible to maximize rapid utilization. The AEDs are available during school hours and after school during any activity or program organized by the school and supervised by a school employee. The predetermined AED users are the district's registered nurses, physical education teachers, coaches, building administrators and any other person who has received AED training (American Heart Association, American Red Cross, or equivalent training) and has a completion card on file in the District Office.

If you anticipate that your duties make you more likely to use an AED, you should become trained and certified; please contact me for information. It is important to note that the Physical Fitness Facility Medical Emergency Preparedness Act and the Local Governmental and Governmental Employees Tort Immunity Act protect staff members from liability.

Per the requirements of District 113A's plan, an Automatic External Defibrillator Incident Report must be filed with the EMS System Resource Hospital following each use of the AED. Blank copies of the report are available at the Lemont Park District and District 113A schools (copy also accompanies this memo). Any person who uses an AED in a District 113A facility should complete the Incident Report and submit the completed report to the District Office, located at 16100 127th Street, Lemont, Illinois, 60439, or fax to 630-243-3005 (attention Director of Student Services). Thank you for your cooperation with these important safety procedures.