

VILLAGE OF RYE BROOK

CARDIAC EMERGENCY RESPONSE PLAN

This Cardiac Emergency Response Plan (the “Plan”) was adopted by the Village of Rye Brook on May 8, 2018 and became effective immediately.

A cardiac emergency requires immediate action. Cardiac emergencies may arise as a result of a Sudden Cardiac Arrest (SCA) or a heart attack, but can have other causes. SCA occurs when the electrical system of the heart malfunctions resulting in sudden death.

Signs of Sudden Cardiac Arrest can include one or more of the following:

- Not moving, unresponsive or unconscious, *or*
- Not breathing efficiently (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 (*a concussion of the heart that is caused by a blow to the chest over the region of the heart by a blunt object, such as a baseball or fist, which does not penetrate the body and that usually results in sudden cardiac death from ventricular fibrillation requiring defibrillation to correct*).

The Cardiac Emergency Response Plan of the Village of Rye Brook shall be as follows:

1. **Establishing a Cardiac Emergency Response Review Team**

- (a) The *Cardiac Emergency Response Review Team* shall be comprised of the Superintendent of Parks and Recreation, Village Administrator, Police Chief, Port Chester-Rye-Rye Brook EMS Administrator or his/her designee, and a community representative appointed or reappointed annually by the Village Board. The Superintendents of both the Blind Brook School District and the Port Chester School District will be asked to appoint a representative of their school district to act as a non-voting member of the *Cardiac Emergency Response Review Team*.
- (b) Members of the *Cardiac Emergency Response Review Team* are identified in Attachment 1. The EMS Administrator or his/her designee shall be designated as the *Cardiac Emergency Response Review Team* Coordinator.
- (c) The *Cardiac Emergency Response Review Team* shall meet at least twice yearly to review this Plan. Some reasons for a change in the Plan may result from a change in established emergency cardiac care guidelines, an internal review following an actual cardiac emergency, or from changes in facilities, equipment, processes, technology, administration, or personnel.
- (d) The *Cardiac Emergency Response Team* shall meet within 30 days after any AED deployment or CPR incident that occurs on Village of Rye Brook property or during a Village sponsored program or event. In accordance with HIPPA guidelines, personal identifiers should not be utilized in the review unless the information is publicly available or a release has been obtained by the individuals involved in the incident.

- (e) The *Cardiac Emergency Response Review Team* shall provide the Superintendents of the Blind Brook School District and the Port Chester School District with a copy of this Plan and shall seek to coordinate its efforts with these school districts and any of their similar Cardiac Emergency Response Plans, protocol and/or procedures.
- (f) The *Cardiac Emergency Response Review Team* shall request and maintain a list of AED locations in each of the school districts' facilities located within Rye Brook, and this list should be updated following notification of any changes made to this list.
- (g) The *Cardiac Emergency Response Review Team* shall develop and implement a *Public Education Program* which should include various methods of public outreach such as printed flyers, email notifications, social media, and information on the Rye Brook website. This information may include the *Sudden Cardiac Arrest Information Sheet* included in Attachment 3 of this Plan or as may be updated by the *Cardiac Emergency Response Review Team*.

2. **Automated external defibrillators (AEDs) – placement and maintenance**

- (a) The following minimum locations are recommended for placement of AEDs:
 - (1) Inside the Following Municipal Facilities:
 - a) Village Hall
 - b) AJP Community Center
 - c) Public Works Garage
 - (2) Municipal Parks:
 - a) Rye Brook Athletic Fields at King Street (women's bathroom)
 - b) Pine Ridge Park (women's bathroom)
 - c) Garibaldi Park (women's bathroom)
 - d) Harkness Park (planned in Summer 2018).
 - (3) Other AED Locations:
 - a) Police Patrol Vehicles
 - b) Rye Brook Fire Trucks
 - c) Police Headquarters
- (b) The Port Chester-Rye-Rye Brook EMS Administrator or his/her designee shall be responsible for regularly checking and maintaining each Village of Rye Brook-owned AED in accordance with the AED's operating guidelines and maintain a log of the maintenance activity.
- (c) AEDs inside buildings shall not be locked in an office or stored in a location that is not easily and quickly accessible at all times. AED's in parks shall have access either through an unlocked door or, if the door is locked, accessible via a door code that can be accessed by calling the Rye Brook Police Department by cell phone on the number prominently displayed outside the door.
- (d) All AEDs should have clear AED location signage so as to be easily identified with the goal of having an AED accessible within 2 minutes in any public park with athletic fields, and in any municipal building regularly accessed by the public.

3. Communication of the Attached Cardiac Emergency Response Protocol (Attachment 2):

(a) The *Cardiac Emergency Response Protocol* shall be distributed to:

- (1) All Village staff with updates distributed as appropriate.
- (2) All coaches of Village recreation programs that utilize public parks at the start of the season for each activity, with updates distributed as appropriate.
- (3) Any organization that contracts with the Village for recreational programs or that uses the Village's athletic fields.

4. Training in Cardiopulmonary Resuscitation (CPR) and AED Use

(a) Staff Training:

- (1) Police and Firefighters should be certified in cardiopulmonary resuscitation (CPR), and the use of an AED. Police personnel are also trained in Basic Life Support.
- (2) A minimum of 25% of the full-time Village staff in each municipal building should be trained in the use of an AED.
- (3) Village staff not required to have first aid or CPR training should be encouraged to receive this training on a voluntary basis.
- (4) Training may be traditional classroom, on-line or blended learning instruction but should include cognitive learning, hands-on practice and skills testing.

(b) Recreation Programs: Coaches Training:

- (1) Starting with the Spring 2018 Little League program, it shall be required that all head and assistant coaches for baseball, softball and basketball, receive training in CPR and the use of AED's via the American Heart Association course of instruction including recertification every two (2) years as required.
- (2) The Village will offer multiple classes at no cost to the coaches, but if a coach cannot attend these classes, he or she must attend an alternate equivalent program on their own and at their own cost.
- (3) Proof of attendance in a prior Village sponsored program or alternate program is sufficient to meet this requirement.
- (4) In order to practice or play a game, at least one coach (on either team) or staff member in attendance must have the required training or the practice or game cannot occur.
- (5) The Village may waive or delay this training requirement by resolution of the Village Board.

5. Medical Director Oversight

(a) The actions in this Plan shall have the oversight of the designated Port Chester-Rye-Rye Brook Medical Director.

Cardiac Emergency Response Plan Reviewed by:

Scott Moore, Port Chester-Rye-Rye Brook EMS Administrator

Date

Edward Beane, Keane and Beane

Date

Approved by resolution of the Village Board on May 8, 2018

ATTACHMENT 1

VILLAGE OF RYE BROOK

CARDIAC EMERGENCY RESPONSE REVIEW TEAM

Scott Moore, or Designee	Port Chester-Rye-Rye Brook EMS Administrator (or Designee) & Cardiac Emergency Response Review Team Coordinator <i>Current Designee:</i> Lt. Ken Barton, PC-R-RB EMS
Robert Bertolacci	Superintendent of Parks and Recreation
Christopher Bradbury	Village Administrator
Gregory Austin	Police Chief
Alice Schoen	Rye Brook Community Representative
Non-Voting Member:	One (1) Blind Brook School District Representative <i>Current Designee:</i> DJ Goldman, Dir. of Physical Education, Health & Interscholastic Athletics
Non-Voting Member:	One (1) Port Chester School District Representative <i>Current Designee:</i>

ATTACHMENT 2

VILLAGE OF RYE BROOK

CARDIAC EMERGENCY RESPONSE PROTOCOL

Sudden cardiac arrest events can vary greatly. Immediate action is crucial in order to successfully respond to a cardiac emergency. Consideration should be given to obtaining on-site ambulance coverage for high-risk athletic or community events.

Follow these recommended steps in responding to a suspected cardiac emergency:

(a) Recognize the following signs of sudden cardiac arrest and take action in the event of one or more of the following:

- The person is not moving, is unresponsive or unconscious, *or*
- The person is not breathing efficiently (i.e., may have irregular breathing, gasping or gurgling or may not be breathing at all), *or*
- The person appears to be having a 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 (a concussion of the heart that is caused by a blow to the chest over the region of the heart by a blunt object, such as a baseball or fist, which does not penetrate the body and that usually results in sudden cardiac death from ventricular fibrillation requiring defibrillation to correct).*

(b) Facilitate immediate access to professional medical help:

- Dial either the Rye Brook Police Desk directly at (914) 937-1020 or call 9-1-1 (note: cell phone calls to 9-1-1 are routed through NYS) as soon as you suspect a sudden cardiac arrest. Provide the 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 arriving Emergency Medical Service (EMS) personnel.
- Proceed immediately to the scene of the cardiac emergency.
- Retrieve the automated external defibrillator (AED) en route to the scene and leave the AED cabinet door open; the alarm typically signals the AED was taken for use.

(c) Start CPR:

- If trained in CPR, begin continuous chest compressions and have someone retrieve the AED.
- Here's how:
 - Press hard and fast in center of chest. Goal is 100-120 compressions per minute. (Faster than once per second)
 - 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 at least 2 inches for an adult or approximately 2 inches (or 1/3rd the depth of the chest) for children under 8 years old.
 - Follow the police or 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.
- If there is no improvement to the patient's condition, continue with 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.
- Prove the AED used at the scene to the EMS staff that responded so that they can retrieve the medical information from the AED.

(f) Report Incident to Office / Administrative Staff:

- The Police Chief should report all Rye Brook incidents involving Rye Brook facilities to the *Cardiac Emergency Response Review Team* along with a copy of the police report.
- If the incident occurred outside of Rye Brook (i.e. a recreation program in another municipality), the Superintendent of Parks and Recreation should report all incidents to the *Cardiac Emergency Response Review Team* along with a copy of the incident report.
- The *Cardiac Emergency Response Review Team* shall review each incident and make any recommendations for future improvement in the program.

VILLAGE OF RYE BROOK - AED LOCATIONS

Police Emergency Phone# (914) 937-1020 or 911

(IMPT. NOTE: calling 911 from a cell phone will 1st route call to NYS police)

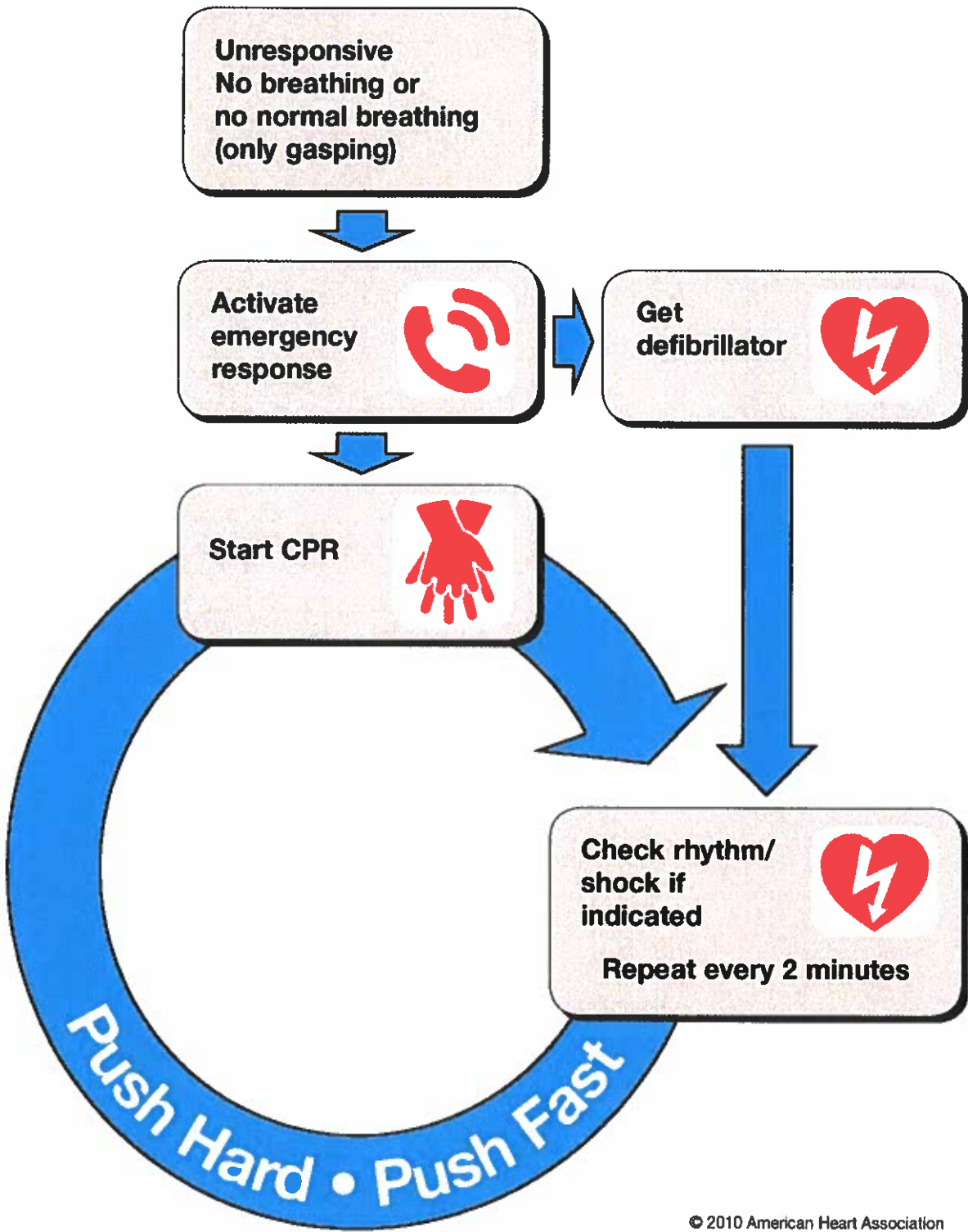
PUBLIC AED LOCATIONS:

Rye Brook Village Hall, 938 King Street
AJP Community/Senior Center, 32 Garibaldi Place
Pine Ridge Park (women's bathroom), Mohegan Lane
Rye Brook Athletic Fields- King St (women's bathroom), 920 King Street
Garibaldi Park (women's bathroom), Garibaldi Place
Harkness Park (starting in Summer 2018), King Street

NON-PUBLIC AED LOCATIONS:

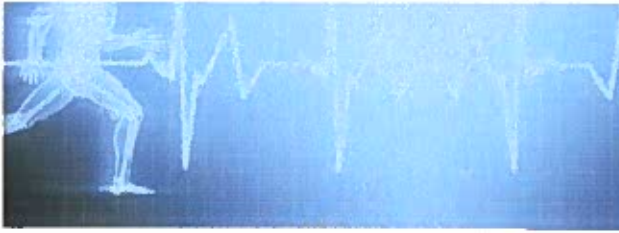
Rye Brook Police Headquarters, 938 King Street
Public Works Facility, 511 West William Street or temporary location (2018-2019)
Police Patrol & Fire Trucks

Simplified Adult BLS



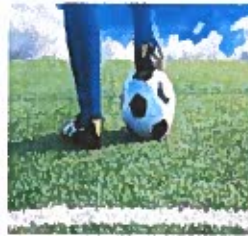
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ATTACHMENT 3
VILLAGE OF RYE BROOK
SUDDEN CARDIAC ARREST INFORMATION SHEET
(see next page for Sample-Draft)



Sudden Cardiac Arrest

Information Sheet for Student-Athletes, Coaches, and Parents/Guardians



Sudden Cardiac Arrest Is Not Rare

Sudden cardiac arrest (SCA) is the leading cause of death in the U.S. According to the American Heart Association, over 320,000 of hospital cardiac arrests occur annually.

Causes of Sudden Cardiac Arrest in Young Athletes

SCA in young athletes is usually caused by a structural or electrical disorder of the heart. Many of these conditions are inherited (genetic) and can develop as an adolescent or young adult. SCA is more likely during exercise or physical activity, placing student-athletes with undiagnosed heart conditions at greater risk. SCA also can occur from a direct blow to the chest by a firm projectile (baseball, softball, lacrosse ball, or hockey puck) or by chest contact from another player (commotio cordis).

While a heart condition may have no warning signs, some young athletes may have symptoms but neglect to tell an adult. If any of the following symptoms are present, a cardiac evaluation by a physician is recommended:

- Passing out during exercise
- Chest pain with exercise
- Excessive shortness of breath with exercise
- Palpitations (heart racing for no reason)
- Unexplained seizures
- A family member with early onset heart disease or sudden death from a heart condition before the age of 40

How to Save a Life

Recognize the following signs of SCA and take action in the event a person:

- Has collapsed and is not moving, unresponsive or unconscious
- Is not breathing efficiently or has abnormal breathing (gaspings)
- Appears to be having a seizure or convulsion like activity

SCA can be effectively treated by immediate recognition, prompt CPR, and quick access to a defibrillator (AED). AEDs are safe, portable devices that read and analyze the heart rhythm and provide electric shock (if necessary) to restore normal heart rhythm.

The Village of Rye Brook takes the risk of SCA very seriously and has adopted a Cardiac Emergency Response Plan. Highlights of the plan include:

- All volunteer coaches for Village recreational programs are required to receive training in CPR and use of AEDs via the American Heart Association or American Red Cross courses of instruction including recertification every 2 years
- Increased signage of where all AEDs are located throughout the Villages active parks

Cardiac 3-Minute Drill

- 1. RECOGNIZE SCA**
 - Collapsed and unresponsive
- 2. CALL 9-1-1 OR RYE BROOK POLICE DEPARTMENT**
 - Call for help and for an AED
 - RBPD: 914-937-1020
- 3. CPR**
 - Begin Chest compressions
 - Push hard/push fast
 - (100 per minute)
- 4. AED**
 - Use an AED as soon as possible
- 5. CONTINUE CARE**
 - Continue CPR and AED until EMS arrives



To Save A Life:

Recognize SCA, Begin CPR

Call 9-1-1 or 914-937-1020

Use an AED as soon as possible!

Helpful Links:

Find a local CPR and AED training class:

<http://ahainstructornetwork.americanheart.org/AHA/ECC/classConnector.jsp?pid=ahaecc/classconnector.home>

<https://www.redcross.org/take-a-class>