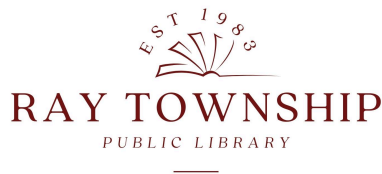


Ray Township Public Library Cardiac Emergency Response Plan

- Cardiac Emergency Response Team
 - All staff members of the Ray Township Library will be part of the response team
 - Current staff members include Christy DeMeulenaere, Alisa Mazur, Stephanie Marberg, Marena Peraino, Trish Bloom, Deena Vancamp, Renna Barnes, Olivia Sellars & Kenzie Shaw
 - The Director of the Library will act as the Team Coordinator
 - All staff members of the Library will be CPR/AED Certified
 - Library trustees will also be a part of the Response Plan

- Activation of Cardiac Emergency Response Team during an identified crisis
 - The first staff member to identify the crisis will use the codeword “SHUT THE DOOR” out loud
 - The other staff member on duty will automatically call 911
 - This Cardiac Response Plan will be posted in the Library and updated monthly during the AED readiness check

- AED placement and maintenance
 - It is recommended that the Ray Township Public Library house 1 AED
 - The AED is located behind the Circulation desk hanging on the wall leading into the office
 - Monthly, the Library is notified via email that the AED must complete the readiness check.
 - The Director will complete the online readiness check
 - The resuscitation kit will be checked during the readiness check to ensure that it contains latex-free gloves, razors, scissors, a towel, antiseptic wipes, a CPR barrier mask, and an extra set of AED pads.
 - The AED will not be locked in the box
 - The AED includes clear AED signage



- Communication of the plan
 - The Cardiac Emergency Response Protocol will be posted above the AED and in the vestibule of the Library. A copy will also be provided to the Township Office and Fire Department
 - Staff members will each receive a copy of the plan and will be updated when changes to the plan are made
 - The plan will also be available on the website at raylibrary.org and on our Facebook page

- Training in CPR and AED Usage
 - New Hires will be trained after their first 30 days. The first portion of the training will be online through the American Heart Association, followed by the hands-on portion at the Ray Township Fire & Rescue
 - The Director will coordinate the training and drills
 - 2 Cardiac Emergency Response Drills will be conducted onsite in partnership with Ray Township Fire and Rescue yearly. A successful response drill is defined as a drill being conducted in 5 minutes or less

- Annual review and evaluation of the plan
 - Yearly during the drill season, the Director will review in partnership with the Chief to make any updates as needed to improve the current plan
 - Following an event a post-event review must be completed by the Director and staff members that were at the scene.
 - A debriefing with all staff members
 - See the attached sheet for the post-event form

Adopted: November 18th, 2024



Ray Township Public Library Cardiac Emergency
Post Event Review

In case of emergency contact	Christy DeMeulenaere	(248)259-8105
	Chief Mark Hoskin	(586)255-1080

Do not give any information out on the incident until speaking with the Chief

Date of the emergency:

Time of the emergency:

Location of the emergency:

Steps that were taken to respond to the emergency:

Name or Names of the responders:



The outcome of the emergency (including the presumed medical condition of the person):

Did the Cardiac Response plan assist you during the emergency?

Recommendations and/or improvements that can be made to the plan?

Adopted: November 18th, 2024