

Cardiac Emergency and CPR Policy

Effective October 2026 · Applies to every Apex program, class, party and event · Reviewed every year at renewal

Sudden cardiac arrest is rare in young athletes, but it can happen to anyone in the building: an athlete, a parent, a coach or a visitor. When the heart stops, every minute counts. This policy says what Apex Gymnastics, LLC ("Apex") does to be ready, and what staff do in the first minutes.

1. AED access

Apex does not have an AED (automated external defibrillator) on site. Staff must not wait for one or go looking for one. The plan below starts CPR at once and gets emergency medical services (EMS), who carry an AED, to the athlete as fast as possible.

2. CPR and First Aid certification

- **At least one adult with current CPR and First Aid certification is on site during every session:** every class, practice, party, camp and event.
- Certification must come from a recognized course (for example American Red Cross or American Heart Association) and include adult and child CPR.
- All coaches are encouraged to get certified. The Owner helps arrange a course.
- The Owner keeps a list of every certified staff member and the date each certification expires. The Owner checks the list before each season and when building the schedule, so that no session is left without a certified adult.
- A staff member whose certification expires renews it before they are counted as the certified adult again.

3. Recognize cardiac arrest

Suspect cardiac arrest when a person **collapses and does not respond**, and is **not breathing or only gasping**. A short seizure-like jerking at the moment of collapse can also be a sign. Treat it as cardiac arrest until EMS says otherwise.

4. What staff do

1. **Call 911 at once.** Use a phone on speaker. Give the address: **2038 US Highway 8, Saint Croix Falls, WI.**
2. **Start CPR at once.** Push hard and fast in the center of the chest. Do not stop until EMS takes over or the person starts breathing. If another trained adult is there, switch every 2 minutes.
3. **Send someone to meet EMS** at the front door and lead them to the person.
4. **Clear the area.** Move other athletes away and keep them with a staff member.

- Staff who are not certified still call 911 and follow the 911 dispatcher's instructions. Hands-only CPR is far better than no CPR.
- **Notify the parent or guardian** (or the person's emergency contact) as soon as someone can be spared from CPR, and tell them which hospital EMS is going to.
- The athlete is released only to EMS, a parent, guardian or adult the parent has named.

5. After the emergency

- The staff member in charge writes an **incident report** the same day and gives it to the Owner.
- The Owner notifies Apex's insurer when required.
- The Owner talks through the event with the staff involved and checks whether this policy needs a change.

6. Practice and review

- Every staff member goes through this policy at the staff meeting each year, including where the phone is, who meets EMS and who stays with the other athletes.
- This policy, and the list of certified staff, are reviewed every year at renewal.

Alex Gold, Owner, Apex Gymnastics, LLC

Date