

Cardiac Emergency Response Plan Template (CERP)

Location Information:

School Name: ABC High School
Complete Address: 123 Main Street
 Omaha, NE. 68000
Nearest Cross Streets: Main and 1st
School Contact Phone Numbers:
 School hours: (xxx)555-0000
 Before/After School hours: (xxx)555-1111

Cardiac Emergency Response Team Members & Contact Information:

- List members and contact info of response team.
- The team should be at least 10% of staff.
- It should include people present at all hours your building is in operation.

Name	Contact	Alt Loc
Sally Smith	xxx-555-0101	135
Alan Apple	xxx-555-1212	246
Mary Mission	xxx-555-3434	167
Eddie James	xxx-555-5656	Music
Anna Jones	xxx-555-1919	Kdg B

Emergency Medical Services (EMS) Contact Information:

EMS: 911
Fire Station: (xxx) 555-7778
Other:
 Custodian (EMS Certif) xxx-555-1998

AED Locations: (Think: AED should be able to be retrieved and applied on the victim within a 2-minute window.)

AED #1 Location: Outside Gym Doors
 AED #2 Location: 3rd Floor Stairwell
 AED #3 Location: Playground Safebox
 AED #4 Location: n/a

Initiate Response

Example situation: Individual is found on the floor and is not responding to name or hard tapping of shoulders.

Responder Actions:

1. First responder calls for help.
2. First responder begins CPR.
3. First responder instructs second responder to immediately call 911 and tell office staff there is an unresponsive child/adult at (location). *OR* Office staff calls 911 and uses notification system to alert Cardiac Emergency Response Team (CERT) there is an unresponsive child/adult at (location).
4. Office calls for a "Hold". The students from the responders go to the alternate location (list the alternate locations (Alt Loc) next to the members on left) and the responders go immediately to the location of the victim.
5. CERT team immediately responds to victim and brings AED en route if it has not already been retrieved.
6. AED is immediately applied and used when needed/advised.
7. Assign someone to document all times and events of the CERT Team. Record:
 - Approx. time of the emergency call
 - Number of CPR Rounds (include breaths if being given)
 - Time AED applied
 - Number of and times of advised shocks
8. Assign someone to meet EMS at the assigned location and guide emergency medical services to the victim.
9. CERT Team continues CPR while documenter informs EMS of the details of the event. **Continue CPR until EMS takes over.**

Teacher or Staff Actions:

1. Secure a safe scene by instructing students to clear the area. (HOLD).
2. If you are a responder, direct students to go to alternate site immediately and respond to the victim.
3. If you are an alternate site, greet students, ensure all students are accounted for and reassure them. Begin alternate teaching plan.
4. Assure students remain in the classroom until an "all clear" announcement. If teacher assistance not required at the scene, continue teaching to maintain normalcy.
5. Debrief with students after event and refer students to counseling services as appropriate.
6. Seize the opportunity to review education about SCA, CPR and AEDs. Stress importance of not tampering with AEDs on campus.

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Location Information:

School Name: _____

Complete Address: _____

Nearest Cross Streets: _____

School Contact Phone Numbers:

School hours: () _____

Before/After School hours:

() _____

Principal: () _____

Nurse: () _____

Cardiac Emergency Response Team Members & Contact Information:

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Name	Contact	Alt Loc
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_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Initiate Response:

Example situation:

Responder Actions:

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

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<p>Emergency Medical Services (EMS) Contact Information: EMS: 911 Fire Station: () _____ Other: () _____</p> <p>AED Locations: <i>(Think: The AED should be able to be retrieved and applied on the victim within a 2-minute window.)</i></p> <p>AED #1 Location: _____ _____</p> <p>AED #2 Location: _____ _____</p> <p>AED #3 Location: _____ _____</p> <p>AED #4 Location: _____ _____</p>	<p>Teacher or Staff Actions:</p> <ol style="list-style-type: none">1. _____ _____ _____ _____2. _____ _____ _____ _____3. _____ _____ _____ _____4. _____ _____ _____ _____5. _____ _____ _____ _____6. _____ _____ _____ _____
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