

# **Cardiac Emergency Response Plan (CERP)**



**Anna-Jonesboro  
Community High School  
District # 81**

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## **Cardiac Emergency Response Plan**

### **Anna-Jonesboro Community High School District # 81**

This Cardiac Emergency Response Plan is adopted by Anna-Jonesboro Community High School District # 81 effective 1/21/2025.

#### **PURPOSE**

This document provides direction and detailed guidance for responding to a sudden cardiac arrest (SCA) and other medical emergencies through a Cardiac and Medical Emergency Response Plan (CERP). This plan 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 impulses of the heart malfunction 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 normally (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.

The Cardiac Emergency Response Plan of AJCHS District # 81 shall be as follows:

#### **1. Developing a Cardiac Emergency Response Team**

- (a) The Cardiac Emergency Response Team shall be composed of those individuals who have current CPR/AED certification. It will include the school nurse and others within the school. It should also include an administrator and office staff who can call 9-1-1 and direct EMS to the location of the SCA or other medical emergency.
- (b) Members of the Cardiac Emergency Response Team are as follows: Brooke Frank (School Nurse), Corey Rice (Principal), Michelle Stevens (Assistant Principal), Amanda Marggraf (Teacher). The list of team members is to be updated as needed to remain current. One of the members shall be designated as the Cardiac Emergency Response Team Coordinator.

- (c) All members of the Cardiac Emergency Response Team shall receive and maintain nationally recognized training, which includes a certification card with an expiration date of not more than 2 years. This training is currently provided by the School Nurse, Brooke Frank, who is a Certified CPR Instructor through the American Heart Association.
- (d) As many other staff members as reasonably practicable shall receive training.

2. **Activation of Cardiac Emergency Response Team during an identified cardiac emergency**

- (a) The members of the Cardiac Emergency Response Team shall be notified immediately by announcement through the intercom when a cardiac emergency is suspected.
- (b) The Protocol for responding to a cardiac emergency is described in Section 8 (below).

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

- (a) Minimum recommended number of AEDs for AJCHS District # 81:
  - (1) *Inside the school building* – The number of AEDs shall be sufficient to enable the school staff or another person to retrieve an AED and deliver it to any location within the school building, ideally within 2 minutes of being notified of a possible cardiac emergency.
  - (2) *Outside the school building* on school grounds / athletic fields – The closest AED to the playground and athletic fields is located inside the lower gym door. This shall be sufficient to enable the delivery of an AED to any location outside of the school (on school grounds) including any athletic field, ideally within 2 minutes of being notified of a possible cardiac emergency.
  - (3) *Back-up AEDs* – There are a total of 4 stationary AEDs (location: Principal's Office, Union Hall gym, nurse's office, and in the cafeteria near entrance to lower gym) and 3 additional unassigned AEDs within the school building that are housed in the Athletic Director's office. Any one of them may be used as back-up.
- (b) AJCHS District # 81 will regularly check and maintain each school-owned AED in accordance with the AED's operating manual and maintain a log of the maintenance activity. The school shall designate a person who will be responsible for verifying equipment readiness and for maintaining maintenance activity.

- (c) Additional Resuscitation Equipment: A resuscitation kit shall be connected to the AED carry case. The kit shall contain latex-free gloves, razor, scissors, towel antiseptic wipes and a CPR barrier mask.
- (d) AEDs should be stored in a location that is easily accessible at all times.
- (e) AEDs shall be readily accessible for use in responding to a cardiac emergency, during both school-day activities and after-school activities, in accordance with this Plan. Each AED shall have one set of adult defibrillator electrodes connected to the device. All AEDs should have clear AED signage so as to be easily identified.

#### **4. Communication of this Plan throughout the school campus**

The Cardiac Emergency Response Protocol shall be *distributed* to:

- (1) All staff and administrators at the start of each school year, with updates distributed as made.
- (2) All Health Services staff including the school nurse and any health center assistants
- (3) All coaches, and applicable advisors at the start of each school year and as applicable at the start of the season for each activity, with updates distributed as made.

Results and recommendations from Cardiac Emergency Response Drills performed during the school year shall be communicated to all staff and administrative personnel.

#### **5. Training in Cardiopulmonary Resuscitation (CPR) and AED Use**

##### **(a) Staff Training:**

- (1) In addition to the school nurse, a sufficient number of staff shall be trained in cardiopulmonary resuscitation (CPR) and in the use of an AED to enable AJCHS to carry out this Plan. Certification and/or training shall be renewed at least every two years. The school shall designate the person responsible for coordinating staff training as well as the medical contact for the school-based AEDs.
- (2) Training shall be provided by an instructor, who may be a school staff member, currently certified by a nationally-recognized organization to conform to current American Heart Association guidelines for teaching

CPR and/or Emergency Cardiac Care (ECC). AJCHS's current instructor is the school nurse.

- (3) Training may be traditional classroom, on-line or blended instruction but should include cognitive learning, hands-on practice and testing.
- (b) Cardiac Emergency Response Drills:

Cardiac Emergency Response Drills are an essential component of this Plan. AJCHS # 81 shall perform a minimum of 2 successful Cardiac Emergency Response Drills each school year. A successful Cardiac Emergency Response Drill is defined as full and successful completion of the Drill in 5 minutes or less. AJCHS # 81 shall prepare and maintain a Cardiac Emergency Response Drill Report for each Drill. These reports shall be maintained for a minimum of 5 years with other safety documents. The reports shall include an evaluation of the Drill and shall include recommendations for the modification of the CERP if needed.

## **6. Annual review and evaluation of the Plan**

**Anna-Jonesboro Community High School District # 81** shall conduct an annual internal review of the school/school district's Plan. The annual review should focus on ways to improve the school's response process, to include:

- (a) A post-event review following an event. This includes review of existing school-based documentation for any identified cardiac emergency that occurred on the school campus or at any off-campus school-sanctioned function.  
Post-event documentation and action shall include the following:
  - (1) A contact list of individuals to be notified in case of a cardiac emergency.
  - (2) Date, time and location of the cardiac emergency and the steps taken to respond to the cardiac emergency.
  - (3) The identification of the person(s) who responded to the emergency.
  - (4) The outcome of the cardiac emergency. This shall include but not be limited to a summary of the presumed medical condition of the person who experienced the cardiac emergency to the extent that the information is publicly available. Personal identifiers should not be collected unless the information is publicly available.
  - (5) An evaluation of whether the Plan was sufficient to enable an appropriate response to the specific cardiac emergency. The review shall include recommendations for improvements in the Plan and in its implementation if the Plan was not optimally suited for the specific incident. The

post-event review may include discussions with medical personnel to help in the debriefing process and to address any concerns regarding on-site medical management and coordination.

- (6) An evaluation of the debriefing process for responders and post-event support. This shall include the identification of aftercare services including aftercare services and crisis counselors.
- (b) A review of the documentation for all Cardiac Emergency Response Drills performed during the school year. Consider pre-established Drill report forms to be completed by all responders.
- (c) A determination as to whether or not additions, changes or modifications to the Plan are needed. Reasons for a change in the Plan may result from a change in established guidelines, an internal review following an actual cardiac emergency, or from changes in school facilities, equipment, processes, technology, administration, or personnel.

**Anna-Jonesboro Community High School District # 81**  
**Cardiac Emergency Response Team PROTOCOL**

Sudden cardiac arrest events can vary greatly. Faculty, staff, and Cardiac Emergency Response Team (CERT) members must be prepared to perform the duties outlined below. 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 events. The school should also identify the closest appropriate medical facility that is equipped in advanced cardiac care.

Follow these 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, or is unresponsive, or appears to be unconscious.
- The person is not breathing normally (has irregular breaths, gasping or gurgling, or is not breathing at all).
- The person appears to be having a seizure or is experiencing convulsion-like activity. (Cardiac arrest victims commonly appear to be having convulsions).
- *Note:* If the person received a blunt blow to the chest, this can cause cardiac arrest, a condition called commotio cordis. The person may have the signs of cardiac arrest described above and is treated the same.

**(b) Facilitate immediate access to professional medical help:**

- Call 9-1-1 as soon as you suspect a sudden cardiac arrest. Provide the school 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.
- Immediately contact the members of the Cardiac Emergency Response Team.
  - Give the exact location of the emergency. "Cardiac Team report to: \_\_\_\_\_".
  - Be sure to let EMS know which door to enter. Administrator or designee to go to that door to wait for and flag down EMS responders and escort them to the exact location of the patient.

- If you are a CERT member, proceed immediately to the scene of the cardiac emergency.
  - The closest team member should retrieve the automated external defibrillator (AED) en route to the scene.
  - Acquire AED supplies such as scissors, a razor, etc.
  - Administration to respond to all emergencies as able.
  - Ms. Howell to cover Ms. Marggraf's class
  - One Cardiac Response Team member will be the recorder
  - Nikki Hadley and/or Samantha Clary (principal's office secretaries) will handle communications (over-head page, notification of the affected student/staff member's family if applicable, communication with teachers as necessary, and EMS when they arrive on site).

**(c) Start CPR:**

- Begin giving first set of 30 chest compressions and have someone retrieve the AED.
- Here's how:
  - Press hard and fast in center of chest. Goal is 100 compressions per minute. (Faster than once per second, but slower than twice 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 2 inches (or 1/3<sup>rd</sup> the depth of the chest for children under 8 years old).
  - Follow the 9-1-1 dispatcher's instructions, if provided.
  - After giving 30 chest compressions, give 2 breaths. If a pocket mask is available, use it. Otherwise, pinch the nose closed, create a seal around the person's mouth using your mouth, and give 2 breaths. Ensure your breaths are effective by watching the person's chest rise and fall. Do not interrupt chest compression for more than 10 seconds while giving breaths. After giving 2 breaths, resume chest compressions. After 5 rounds of 30 compressions and 2 breaths, switch with another person trained in CPR and allow them to take over compressions and breaths. Continue this cycle until the AED or EMS arrives.

**(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.
- Continue 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.

**(f) Action to be taken by Office / Administrative Staff:**

- Confirm the exact location and the condition of the patient. (Admin)
- Activate the Cardiac Emergency Response Team and give the exact location if not already done. (Secretaries)
- Confirm that the Cardiac Emergency Response Team has responded. (Admin)
- Confirm that 9-1-1 was called. If not, call 9-1-1 immediately. (Admin / Secretary)
- Perform “Crowd Control” – directing others away from the scene. (All Staff)
- Notify other staff: school nurse, school counselor, etc. (Secretaries)
- Ensure that medical coverage continues to be provided at the athletic event if on-site medical staff accompanies the victim to the hospital. (Admin)
- Consider delaying class dismissal, recess, or other changes to facilitate CPR and EMS functions. (Admin / Secretary)
- Notify the patient’s emergency contact (parent/guardian, spouse, etc.). (Secretary)
- Notify staff and students when to return to the normal schedule. (Admin / Secretary)

## Building Location Information

**School Name & Address:** Anna Jonesboro Community High School District # 81  
608 S. Main St. Anna IL, 62906

**School Phone #:** 618-833-8502

**CERT Members:** Principal Corey Rice, Assistant Principal Michelle Stevens,  
School Nurse Brooke Frank, Teacher Amanda Marggraf.

**Stationary AED #1 Location:** Union Hall Gym

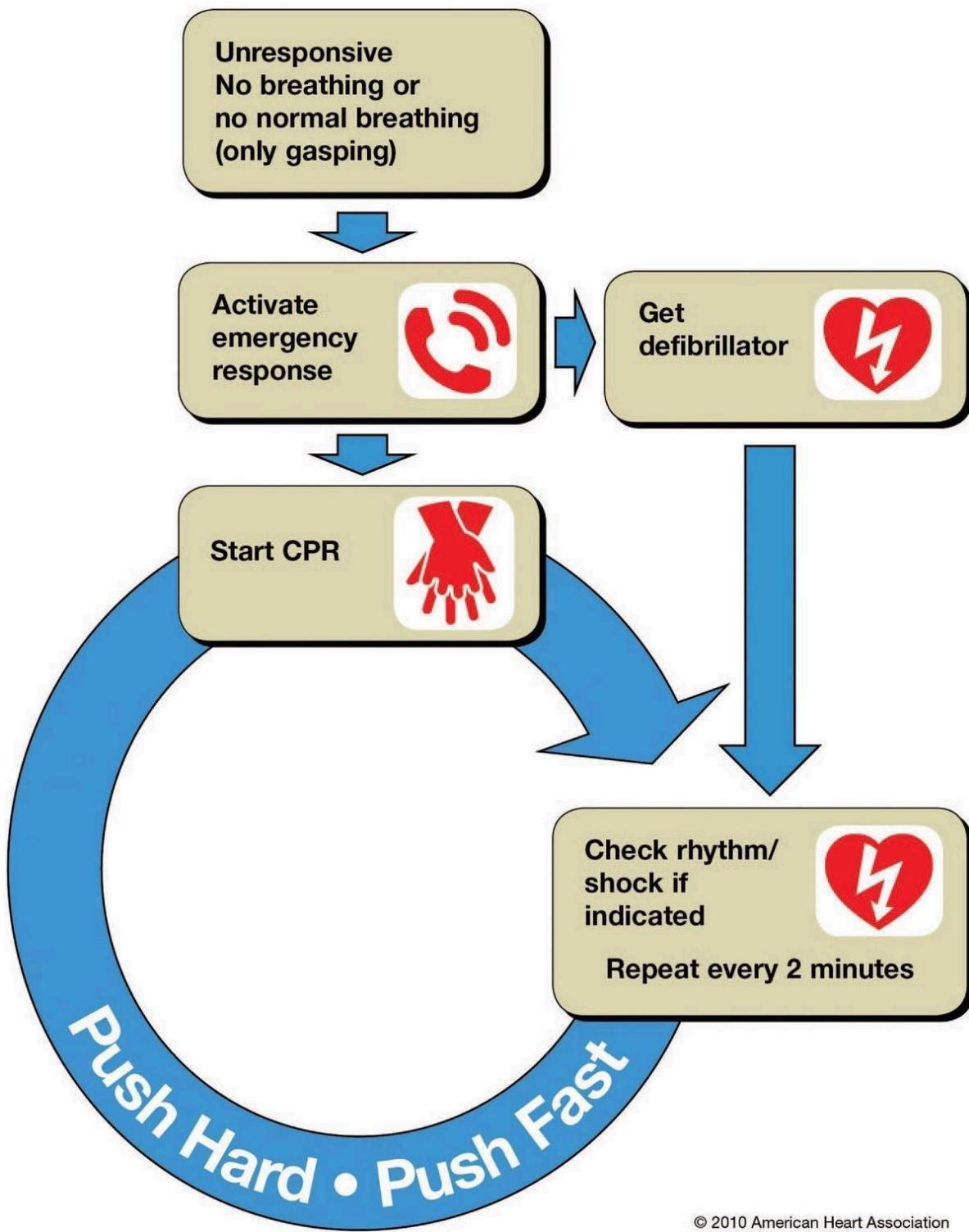
**Stationary AED #2 Location:** Nurse's Office Waiting Room

**Stationary AED #3 Location:** Entrance to Lower Gym

**Stationary AED #4 Location:** Principal's Office

**Additional AED Locations:** Athletic Director's Office, travel with athletic teams

**CARDIAC EMERGENCY RESPONSE TEAM PROTOCOL**  
**Simplified Adult BLS**



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