

# Cardiac Emergency Response Plan (CERP)

This attachment is adopted by 12/18/2024 effective.

School Name & Address Proviso Area for Exceptional Children  
1000 Van Buren  
Maywood, IL 60153

School Emergency Phone (708) 450-2100

## A. Cardiac Emergency Response Team members

Team Coordinator: Reina Cristobal, RN, Certified School Nurse CPR

1. Lauren Garcia, RN CPR
2. Jonathan Slowik CPR
3. Jill Collins CPR

## B. Location of AED(s)

1. Next to Gym (C-Pod)

## C. Cardiac Emergency Response Drills

1. January 2025
2. April 2025
3. September 2025

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.

Follow these steps in responding to a suspected cardiac emergency during school hours:

1. As soon as a sudden cardiac arrest is suspected, the teacher/staff closest to victim alerts front office of "Code AED" in room location. If student is unresponsive, begin CPR.
2. Front office announces alert: "Code AED in Mr./Mrs. classroom, room # gym, football field, cafeteria, etc. AED team report to (location) immediately. All staff should contain their students in current classroom until further notice." Front office also calls 9-1-1, providing

the school address and patient condition. Front office staff will facilitate access to the victim for arriving EMS personnel by specifying which door to enter, sending someone to go to door to wait for EMS arrival, and escorting them to the exact location of the victim.

- a. In the event that classroom teachers are members of the cardiac emergency response team, they will need a pre-established backup plan to cover their classrooms.
  - b. It is assumed that teachers will have means to communicate, either by intercom, cell phone or walkie talkie, no matter where on the school grounds they may be.
3. All team members will report immediately to victim. The team member closest to the AED should retrieve the AED in route to the scene, leaving the AED cabinet door open; the alarm typically signals other team members that the AED has been retrieved.
4. If CPR has not been initiated, then the closest CPR certified person begins CPR. If no one is present that has been trained, perform Hands Only CPR by pushing hard and fast in center of chest. Goal is 100 compressions per minute.
5. When the AED is brought to victim's location, press the power-on button, attach the pads to the victim as shown in the diagram on the pads and follow the AEDs visual and audible prompts. If shock is needed, the AED will deliver one or more shocks. Continue CPR until the patient is responsive or EMS arrives and takes over.
6. One responder brings walkie-talkie to communicate with office and documents events. It should be noted the time event occurred, when CPR was started, when and if the AED delivered a shock(s), when EMS arrived and victim's condition when EMS arrived.
7. Do not turn off or remove AED from patient. Ask EMS if they have a method to download information of event from AED or consider sending AED with EMS to nearest hospital so that record of event is available for emergency room physicians.
8. Crowd control is maintained by staff not directly involved in resuscitation.
9. Front office staff should
  - a. contact parent/guardian
  - b. if available, a copy of the victim's emergency card should be sent with EMS
  - c. contact school district administration and other appropriate departments per school district's policy
  - d. Upon transport of victim by EMS, front office should announce "Code AED all clear. Staff may resume normal schedules."