



Rivendell Interstate School District
10 School Drive, PO Box 271, Orford, NH 03777
Tel: 603-353-2170 Fax: 603-353-2189
www.rivendellschool.org

Randall Gawel
Superintendent

Lisa Burbach
Director of Special Education

Cardiac Emergency Response Plan (CERP)

School Name & Address: **Westshire Elementary School**
744 Route 113 West Fairlee VT 05083
School Emergency Phone# **802-333-4668**

A. Location of AED

1. On wall between gym and front office

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 to successfully respond to a cardiac emergency.

Follow these steps in responding to a suspected cardiac emergency:

- 1) Recognize the following signs of sudden cardiac arrest and act quickly in the event of one or more of the following:
 - a. The person is not moving, unresponsive, or unconscious.
 - b. The person is not breathing normally (has irregular breaths, gasping or gurgling, or is not breathing at all).
 - c. The person appears to be having a seizure or is experiencing convulsion-like activity. Cardiac arrest victims commonly appear to be having convulsions. If it's a true seizure, the AED will not deliver a shock.
 - d. 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.
2. Call 9-1-1 as soon as you suspect a sudden cardiac arrest. Provide the building or location address, and patient's condition. Remain on the phone with 9-1-1. (Bring your mobile phone to the patient's side and put on speaker, if possible.) Give the exact location and provide the recommended route for ambulances to enter and exit and escort the victim. Begin CPR if indicated.
3. Alert front office staff to activate CERT team via overhead page.
4. Front office announces alert: "Clear the halls, Code First Aid in _____ classroom, gym, cafeteria, etc. CERT team report to (location) immediately. All staff should contain their students in current classroom until further notice." Front office confirms



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911 has been called and if not they call 911. 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.

1. In the event that classroom teachers are members of the cardiac emergency response team, they will have a pre-established backup plan to cover their classrooms.
2. 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.
5. All CERT team members will report immediately to victim. The team member closest to the AED should retrieve the AED en route to the scene, leaving the AED cabinet door open.
6. 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.
7. 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.
8. 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.
9. Crowd control is maintained by staff not directly involved in resuscitation.
10. Front office staff should
 1. contact parent/guardian
 2. if available, a copy of the patient's emergency contacts should be sent with EMS



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3. contact school district administration
4. Upon transport of victim by EMS, front office should announce "Code First Aid all clear. Staff may resume normal schedules.