

CHS Cardiac Emergency Response Plan

Team members: Our Cardiac emergency response team (CERT) is made up of 13 faculty/staff members. All 13 members will respond to any cardiac emergency.

Paul Parsley	Jason Creek	SRO Blackburn	Katrina Wright	Jason Sanders
Brad Sanders	Desirae Todd	Jon Spears	Tim Knox	
Richard Skipper	Jacquelyn Warren	Amanda Bernhardt	Deana Crosslin	

****PLEASE NOTE: ANYONE IN THE BUILDING CAN INITIATE A CARDIAC EMERGENCY RESPONSE and start CPR****

If you suspect a cardiac emergency, please notify the front office to initiate the Cardiac Emergency Response Team.

Signs/Symptoms of Cardiac Emergency

- The person is not moving, unresponsive, or appears to be unconscious.
- The person does not have a distinguishable pulse.
- The person is not breathing normally or not breathing at all.

Team Member Roles:

Front Office Staff:

The role of our front office staff:

- Receive emergency call
- Ask the name of the victim
- Ask the location of the emergency
- Ask if 911 has been notified yet
- Make an all-call announcement stating, "Cardiac Emergency Response Team to room (Location of emergency)"

Paul Parsley, Katrina Wright, Brad Sanders, Tim Knox, Richard Skipper, SRO Forrest Blackburn:

The role of our administration team/SRO (if the emergency is not located in your immediate office area)

- Initiate 911 call if not already done
- Hold bells to keep students in their current location and keep halls clear
- Direct/Assist EMS providers to location of emergency
- Obtain Synergy Demographic Profile to give to EMS
- Initiate/maintain contact with appropriate central office staff
- Contact family member
- Record the time of all events and phone calls
- Follow EMS to local hospital and stay with student until parents arrive
- Assisting with CPR if necessary

Jason Creek, Jason Sanders, and Jon Spears:

The above team members are responsible for:

- Obtaining the closest AED and all other supplies in AED cabinet and report to location of emergency
- Assisting with CPR if necessary
- Escorting students or bystanders away from the location of the emergency

Amanda Bernhardt, Deana Crosslin

It will be the responsibility of the above team members (whoever arrives first) to:

- Record events of the emergency response
- Note time of arrival (or obtain time from first person to respond)
- Document time EMS was notified and time EMS arrived
- Document time family was notified
- Document treatment given and response to treatment
- Work with EMS to give an accurate account of events
- Assist with CPR if necessary

All remaining CERT members are to report to location of emergency and assist as needed

ROLES OF EVERY MEMBER IN THE EVENT OF AN EMERGENCY:

- Arrive on scene as soon as possible
- Note the time of arrival
- Assure scene safety
- Begin CPR, following basic life support guidelines as taught in CPR certification class
- Work as a team to provide CPR/AED, swapping team members to prevent fatigue

Things to remember

REMAIN CALM: You are not an asset to the situation if you are unable to remain calm

CHECK SCENE: Make sure the scene is safe and you are not putting yourself in danger

GET THE AED: If you are passing an AED cabinet on the way to the scene, grab the AED and other supplies. Even if it is not your designated responsibility, do it. It is better to have more AEDs than none.

THIS IS A TEAM EFFORT. WORK TOGETHER

AED Locations

1. Outside the Library entrance by the main office
2. In the cafeteria, near the bathrooms attached to the concession stands
3. Near the exit to the shop classrooms
4. Across the hall from special services office
5. In the field house
6. Baseball Facility
7. Softball Facility

Contact Information

Team Member Name	CPR/AED Training Expiration	LOCATION Room Number	LOCATION #2 Alternate Location
Desirae Todd	08/2026	Clinic	Front Office
Jacquelyn Warren	09/2026	Special Services Clinic	Special Services Office
Katrina Wright	01/2027	Front Office	Front Office
Deana Crosslin	08/2026	Room 129	Room 129
Jason Sanders	09/2026	Room 130	Room 11 B
Paul Parsley	01/2027	Front Office	Front Office
Tim Knox	01/2027	Front Office	Front Office
Brad Sanders	01/2027	Front Office	Front Office
Amanda Bernhardt	09/2026	Room 130	Room 146
Jon Spears	01/2027	Room 51	Room 51
Jason Creek	08/2026	Room 11A	Room 11 A
Richard Skipper	01/2027	Room 134	Room 134
Forest Blackburn	11/2025	Room 36	Front Office