

Cardiac Emergency Response Plan (CERP)
Beechwood Independent School District

1. Cardiac Emergency Response Team (CERT)

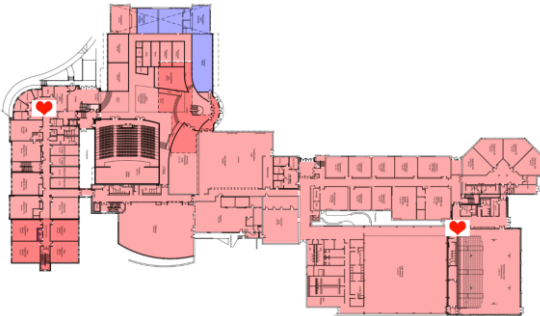
- (a) CERT Chain of command ☒ School Nurse ☒ Athletic Trainer ☒ Athletic Director ☒ Safety Director ☒ Principal ☒ Administrative Team Personnel
- (b) The highest person in the chain of command who is present will be designated the team leader.
- (c) The CERP team leader will coordinate and direct care following the CERP until EMS arrives.
- (d) The team members will receive and maintain nationally recognized CPR/AED training, which includes certification every 2 years.

2. Activation of CERT during an identified cardiac emergency

- (a) Activate the Cardiac Emergency Response Team immediately when a cardiac emergency is suspected.
- (b) The Protocol for responding to a cardiac emergency will be posted and readily accessible.

3. Automated external defibrillators (AEDs)

- (a) Four AEDs are located on campus. These AEDs are stored in a cabinet that is unlocked and alarms upon opening. AEDs are readily accessible for use in responding to a cardiac emergency, during both day and night activities, after-school, or work activities, in accordance with this CERP. All AEDs have clear signage to be easily identified. AEDs can be found in the following locations (see attached aerial view of campus with AEDs marked)
 - (1) 1 in the high school building (in between the main and auxiliary gyms)
 - (2) 1 in the elementary building (outside of the health office/main floor hallway)
 - (3) 1 outside the lower weight room, near the football field
 - (4) 1 outside wall of concession stand, down the hill from the tennis courts



- (b) Two back-up AEDs are available for use as a replacement for any AED which may be out of service for maintenance or other issues. These AEDs are also available as needed for sports that hold practice off campus where an AED may not be readily accessible.
- (c) One portable AED is carried by the Athletic Trainer, when on campus.

- (d) AEDs are regularly checked and maintained in accordance with the AED's operating manual/s. Verification of equipment readiness and maintenance of activity/records will be maintained as follows.

- (1) The District Health Coordinator (DHC) is responsible for AEDs listed in section (a).
 - (2) The Athletic Trainer is responsible for AEDs listed in sections (b) and (c).

- (e) Additional Resuscitation Equipment: A resuscitation kit is included in each AED cabinet. The kit contains latex-free gloves, razor, scissors, towel, antiseptic wipes, and a CPR barrier mask.

4. Communication of this Plan throughout the school campus

- (a) The CERP will be *posted* broadly in places such as (but not limited to):
 - (1) Inside each AED cabinet
 - (2) Attached to all portable AEDs
 - (3) In the Safety Plan
- (b) The Cardiac Emergency Response Protocol will be distributed to:
 - (1) All staff and administrators at the start of each school year, with updates distributed as made.
 - (2) The principal will review the CERP with all school staff prior to the first instructional day of each school year and document the time and date of review.

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

- (a) Medical, athletic, safety and administrative personnel will be certified in CPR and in the use of an AED. Training will be renewed at least every two years.
- (b) CPR/AED training will be offered and encouraged for all staff.
- (c) The Safety Coordinator and/or DHC will be responsible for coordinating staff training.
- (d) Training may be traditional classroom, on-line or blended instruction but will include cognitive learning, hands-on practice, and testing.
- (e) Cardiac Emergency Response Drills are addressed for athletics in the Beechwood High School Athletics Emergency Action Plan (EAP).

6. Local Emergency Medical Services (EMS)

- (a) A copy of this plan will be provided to local emergency response, which may include local police and fire departments and local Emergency Medical Services (EMS).
- (b) The development and implementation of the Cardiac Emergency Response Plan is coordinated with campus safety officials, on-site first responders, administrators, athletic trainers, and medical personnel.

7. Annual review and evaluation of the Plan

- (a) An internal review of the CERP will be completed at least annually at the end of the school year. The annual review will focus on ways to improve the response process.
- (b) A determination will be made as to whether 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 facilities, equipment, processes, technology, administration, or personnel.

8. Protocol for Cardiac Emergency Responders

Sudden cardiac arrest events can vary greatly. All 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.

(a) Recognize the following signs of sudden cardiac arrest and act in the event of one or more of the following:

- (1) The person is not moving, is unresponsive, or appears to be unconscious.
- (2) The person is not breathing normally (has irregular breaths, gasping or gurgling, or is not breathing at all).
- (3) The person appears to be having a seizure or is experiencing convulsion-like activity. (Cardiac arrest victims commonly appear to be having convulsions).
- (4) *Note:* If the person received a blunt blow to the chest, this could 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

- (1) Call 9-1-1 as soon as you suspect a sudden cardiac arrest.
- (2) 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).
- (3) Give the exact location and provide the recommended route for ambulances to enter and exit. Assign someone to go to that area/door to wait for EMS responders and escort them to the exact location of the patient.
- (4) Facilitate access to the victim for arrival of Emergency Medical Service (EMS) personnel.
- (5) Immediately contact the members of the Cardiac Emergency Response Team (CERT). Give the exact location of the emergency. ("Mr. /Ms. ____ Classroom, Room # ____, gym, football field, cafeteria, etc.").
- (6) If you are a CERT member, proceed immediately to the scene of the cardiac emergency.
 - i. The closest team member should retrieve the automated external defibrillator (AED) in route to the scene and leave the AED cabinet door open; the alarm typically signals the AED was taken for use.
 - ii. Acquire AED supplies such as latex-free gloves, razor, scissors, towel, antiseptic wipes, a barrier mask.

(c) Start CPR

- (1) Begin continuous chest compressions and have someone retrieve the AED.
- (2) Press hard and fast in the center of the chest. The goal is 100 compressions per minute. (Faster than once per second, but slower than twice per second.)
- (3) 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 1/3rd the depth of the chest for children under 8 years old).
- (4) Follow the 9-1-1 dispatcher's instructions, if provided.

(d) Use the nearest AED

- (1) When the AED is brought to the patient's side, place it near the head of the victim. Use personal protective equipment provided.
- (2) Turn on the AED, bare and prepare the chest (cut away clothing, shave/clip excessive hair, dry the chest if wet, wipe off any medications creams being careful not to get it on rescuer skin.
- (3) 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.
- (4) *Note:* The AED will only deliver shocks if needed; if no shock is needed, no shock will be delivered.
- (5) Continue CPR until the patient is responsive or a professional responder arrives and takes over.

(e) Transition care to EMS

- (1) Transition care to EMS upon arrival so that they can provide advanced life support.
- (2) Communicate important information to EMS such as, but not limited to victim's name, allergies or medical history, timeline of events, initiation of CPR, and information from AED.

(f) Action to be taken by Office Administrative Staff

- (1) Confirm the exact location and the condition of the patient.
- (2) Activate the Cardiac Emergency Response Team and give the exact location if not already done.
- (3) Confirm that the Cardiac Emergency Response Team has responded.
- (4) Confirm that 9-1-1 was called. If not, call 9-1-1 immediately.
- (5) Assign a staff member to direct EMS to the scene.
- (6) Perform "Crowd Control" – directing others away from the scene.
- (7) Notify other staff: school nurse, athletic trainer, athletic director, safety director, safety manager, and or sports facilities manager, etc.
- (8) Consider delaying dismissal, recess, or other changes to facilitate CPR and EMS functions.
- (9) Designate people to cover the duties of the CPR responders.
- (10) Copy the patient's emergency information on file for EMS.
- (11) Notify the patient's emergency contact (parent/guardian, spouse, etc.).
- (12) Notify faculty and students, staff, employees, and sports attendees when to return to the normal schedule.
- (13) Contact school district administration, human resources and/or sports facility management.

(g) Documentation/Post Review of Event

- (1) Date, time, and location of the cardiac emergency and the steps taken to respond to the cardiac emergency will be documented.
- (2) The identification of the person(s) who responded to the emergency.
- (3) 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.

(h) Post Event Review

- (1) An evaluation of whether the plan was sufficient to enable an appropriate response to the specific cardiac emergency. The review will include recommendations for improvements in the plan and in its implementation if the plan was not optimally suited for the specific incident.
- (2) 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.
- (3) An evaluation of the debriefing process for responders and post-event support. This shall include the identification of aftercare services and crisis counselors.

Building/Contact Information

Beechwood Independent School District
54 Beechwood Road
Ft. Mitchell, KY 41017

Cross Street: Dixie Highway

Emergency Contact Information

Emergency Medical Services

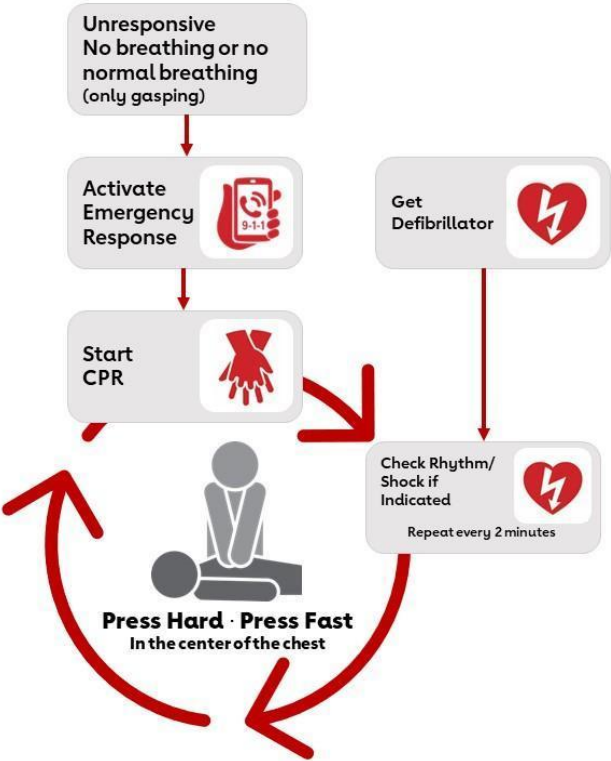
9-1-1

Beechwood School	859-331-1220
Health Office- (Elementary)	6705
Health Office (High School)	7705
School Resource Officer	859-393-5458
Melissa Pangallo, ARNP, Medical Director	859-757-6956
Allison Finan, RN	859-609-2974
Cherie Brielmaier, Health Assistant	513-659-2632
Brandon Slusher, Athletic Trainer	859-630-8124
Ryan Booth, Safety & Athletic Director	859-992-1180
Jessica Pass, HS Principal	859-760-0027
Ashley Ritchie, HS Assistant Principal	859-912-5083
Zach Ashley, EL Principal	859-992-8709
Alicia Wittmer, EL Assistant Principal	859-620-4955
Justin Kaiser, Superintendent	859-512-5106
Sarah Schobel, Assistant Superintendent	859-250-0238
Kenton County Emergency Communication Ctr	859-356-3191
Cincinnati Children's Hospital Stat Line	513-636-4293
University Hospital	513-584-1000
St. Elizabeth Hospital Edgewood ER	859-301-2250

AED Location HS:	High School hallway, in between the main and auxiliary gyms
AED Location EL:	Elementary hallway, wall next to the health office door (main hallway)
AED Location	Outside lower weight room doors
AED Location	Outside wall of concession stand, down the hill from the tennis courts

CARDIAC EMERGENCY RESPONSE TEAM PROTOCOL

Simplified Adult BLS



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CARDIAC EMERGENCY RESPONSE TEAM (CERP)

The following persons compose the Cardiac Emergency Response Team. All members shall have current CPR/AED training and are hereby designated to respond to and provide basic life support during a cardiac emergency. Those closest to the emergency should be contacted first.

Team Member Name	CPR/AED Training Expiration	LOCATION	LOCATION #2 Alternate Location	During School Hours Phone/Extension	After-School Hours Phone/Extension
Tim Pangallo, School Resource Officer	10/2028	Middle Bldg.		6818	859-393-5458
Allison Finan, RN, School Nurse	1/8/2028	Health Offices		6705	859-609-2974
Brandon Slusher, Athletic Trainer	Annual	HS	Field House	6321	859-630-8124
Ryan Booth, Safety & Athletic Director	Trainer	Middle Bldg.		6422	859-992-1180
Cherie Brielmaier, Health Assistant	8/3/2028	Health Offices		6705	513-659-2632
Justin Kaiser, Superintendent	8/3/2028	Middle Bldg.		6603	859-512-5106
Sarah Schobel, Assistant Superintendent	8/3/2028	Middle Bldg.		6604	859-250-0238
Jessica Pass, HS Principal	8/3/2028	HS Office		6800	859-760-0027
Ashley Ritchie, HS Asst. Principal	8/3/2028	HS Office		6803	859-912-5083
Zach Ashley, EL Principal	8/3/2028	Elem Office		6700	859-992-8709
Alicia Wittmer, EL Asst. Principal	8/3/2028	Elem Office		6704	859-620-4955

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Principal EL

Date

Principal HS

Date

Note: Other students and staff not listed here may initiate a response and provide basic life support if Team Members are not immediately available.

Review Log		
<i>Date</i>	<i>Reviewer/s</i>	<i>Comments/Edits</i>
01Sep2023	T Pangallo, M. Pangallo, S Wethington, B Slusher, R Booth, C Breilmaier, J Kaiser, A Yanke, J Bromley, Z Ashley, A Wittmer	Initial
30May2024	T Pangallo, M. Pangallo, S Wethington, B Slusher, R Booth, C Breilmaier, J Kaiser, A Yanke, J Bromley, Z Ashley, A Wittmer	Annual Review 2024-25 • Fixed numbering in document • Removed footers/replaced with review log • Updated location of HS AED • Added responsibility for AEDs maintenance • Added CPR expiry dates
8June2026	T. Pangallo, A. Finan, B. Slusher, R. Booth, C. Breilmaier, J. Kaiser, S. Schobel, Z. Ashley, A. Wittmer, J. Pass, A. Ritchie	Annual Review 2026-27 • Updated location of 4th AED, now located on outside wall of concession stand d/t new construction and accessibility. • Updated & added names, titles, and phone numbers • Updated CPR expiry dates

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