



Public Access Defibrillation (PAD)  
Program  
&  
Cardiac Emergency Response Plan





## Cardiac Emergency Response Plan (CERP)

This Cardiac Emergency Response Plan is adopted by Franklinville Central School on September 18, 2025.

# **IS THERE A CURRENT CARDIAC EMERGENCY?**



**IF THERE IS AN ACTIVE CARDIAC  
EMERGENCY THEN GO DIRECTLY TO THE  
SUSPECTED CARDIAC EMERGENCY  
PROTOCOL ON PAGE 8**

### **Purpose:**

This document provides direction and detailed guidance for responding to a sudden cardiac arrest (SCA) through a Cardiac Emergency Response Plan (CERP). This plan outlines the Franklinville Central School's Cardiac Emergency Response Team (CERT), response to a SCA, post response actions, AED maintenance and locations, and related staff training/certifications. This plan is the standard across the Franklinville Central School District and as such, is part of the District Wide School Safety Plan. The specific details for each building will be filled in and placed in that facility's Building Level Emergency Response Plan, reviewed annually, and practiced by members of that Building Level Safety Team.

### **Background:**

In the United States, it is estimated that annually 356,000 adults experience out-of-hospital cardiac arrest as well as 23,000 pediatric cardiac arrests (Mozaffarian, D, 2015; Okubo M, et al, 2020). Although approximately 90% of those people will not survive the event, the likelihood of survival increases with prompt intervention. According to the American Heart Association (AHA), early intervention that includes CPR and restoration of a normal heart rhythm with the use of an AED increases the chance of survival.

**Cardiac Emergency Response Plan Administrator:** Franklinville Central School District has designated Donald Putnam as the CERP Administrator. The CERP Administrator is responsible for overseeing all aspects related to coordination, implementation, and continued operation of the Cardiac Emergency Response Plan including updating and reviewing the plan. This person may or may not be the same person as the CERT Coordinator described below.

## **1. Establishment of Public Access Defibrillation Program**

To comply with [NYS Public Health Law Article 300-b](#) this organization has completed the steps required and has made notification to the Regional Emergency Medical Services Council, SWREMS, of our intent to provide public access defibrillation (PAD) and registered the ownership and location of our AED(s).

These records will be kept on file with our organization.

## **2. Cardiac Emergency Response Team (CERT)**

Franklinville Central School has developed a Cardiac Emergency Response Team at each of its facilities. That team is comprised of a team coordinator and team members. The team coordinator and team members have CPR/AED training from a nationally recognized organization that meets NYS requirements as outlined in the training in CPR and AED use section of this plan.

A list of CERT members should be maintained on-site in a readily accessible area and is included below.

**CERT COORDINATOR:** Each building will designate a Cardiac Emergency Response Team (CERT) Coordinator. This person shall have a current CPR/AED certification and is responsible for overseeing the CPR-AED program activities including but not limited to, training, education, AED maintenance and evaluation.

**CERT MEMBERS:** CERT members are members of the team that are able to step away from their tasks to assist when the CERT is activated. Members should have current CPR/AED certification and are familiar with the CERP and the process to respond to a cardiac emergency and required post response activities.

### CARDIAC EMERGENCY RESPONSE TEAM MEMBERS

Franklinville Central School		
Name	Contact # or Method to contact	CPR/AED Certification Expiration Date
<b>Team Coordinator</b>	Tori Rosetti	6/29/2027
	Riley Wright	9/30/2027
<b>Team Members</b>	Holden Heineman	TBD
	Robert Hirsch	6/3/2027
	TBD	TBD
	TBD	TBD
	TBD	TBD

**Activation of the CERT**

Members of the CERT will be activated via the following process:

Upon recognition of a person in distress that may necessitate an AED 911 will be called and someone on site will be instructed to retrieve the AED if it is not immediately onsite. The building’s emergency response team will be immediately notified through overhead paging, radio, and/or a direct call.

### **3. Automated External Defibrillators (AEDs) – Locations, Installation, Maintenance**

**AED Placement:**

Using best practices from the AHA, Franklinville Central School has placed AEDs in the following locations. AEDs are stored in areas that can be accessible for response to a cardiac emergency and should not be stored in a locked area or an area that is not easily and quickly accessible at all times. Where applicable, clear signage has been posted so they can be easily identified and visible from the normal path of travel.

See Next Page for AED Location and Special Instruction Chart

<b>AED Location</b>	<b>Special Instructions for AED location</b>
High School Gym Foyer	By Trophy Case as you Enter Doors
High School Main Hall	By Foyer
Elementary School Main Foyer	By Library
Elementary School Football Concession Kitchen	Concession Stand or Boiler Room (in winter)
High School AD Office for Travelling (3)	Attendance Desk
Nurse's Emergency Bag	RN Emergency Bag
Bus Garage by Office	

**AED Maintenance:**

AEDs are regularly checked and maintained in accordance with the AEDs operating manual. The CERT Coordinator ensures that the equipment is in a state of readiness and maintains maintenance activity.

The CERT Coordinator or designee should use an AED routine inspection procedure and sign the Monthly Inspection Card. A sample procedure and equipment checklist is found at the end of this document to ensure the AEDs are always in a state of readiness.

AED maintenance will be in accordance with manufacturer guidelines & recommendations.

**AED Authorized Use:**

The AED and related equipment may be used by responders and others in the event of a Sudden Cardiac Arrest (SCA) emergency. It shall not be used outside the parameters of the PAD program or for personal use.

**AED Records:**

Records of Franklinville Central School's AEDs will be kept on file through its Buildings and Grounds Office. For each AED, such records include but are not limited to:

1. AED Purchase date
2. AED serial number
3. Inspection, maintenance, and usage history
4. Electrode serial/model number and expiration date
5. Battery installation date/expiration date (if applicable)

**4. Communication of the Cardiac Emergency Response Plan**

This plan should be distributed to all CERT members and have updates distributed as they are made.

Additionally, local emergency medical services / first responders should be aware of this CERP

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

**Acceptable CPR/AED Training**

- a. Training must be from a nationally recognized organization such as the American Heart Association (AHA), American Red Cross (ARC), or National Safety Council (NSC).

**CPR/AED Certification Expiration Dates:**

Most CPR course completion cards have a recommended renewal date of 24 months from course completion. It is the goal of this Franklinville Central School to have CERT members and other employees, members, or volunteers of the Franklinville Central School to have a current CPR card.

### **Cardiac Emergency Response Drills:**

Cardiac Emergency Response drills are essential component of this CERP. This Franklinville Central School will attempt to conduct at least 1 drill prior to your AED being placed in service, or within the first 2 weeks. The drill is a test to ensure staff are familiar with the process to recognize a cardiac emergency, the process to activate 911, activate the CERT, and follow the Cardiac Emergency Response Plan. Changes to this plan should be made if identified as needed during the drills. Once changes are made, another drill should be conducted to evaluate the changes.

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

Franklinville Central School should conduct an annual internal review of this Cardiac Emergency Response Plan. The annual review should focus on ways to improve the response process and ensure the CERT members' information and AED information/location(s) is accurate.

Additional changes may result from changes in established guidelines or an internal review.

### **Changes in AED locations or Contact information:**

If the Franklinville Central School's CERP Administrator changes, AEDs are added, removed, or locations changed then the CERP Administrator should submit updated paperwork to the regional EMS council.

## **7. Response & Post Response Actions**

### **Response**

In the event of an emergency at a Franklinville Central School's location, or in the vicinity of one of our AEDs, our AED should be deployed immediately and 911 shall be contacted.

CERT members and other volunteers/bystanders may respond to a sudden cardiac arrest and render care to include performing CPR, using an AED or providing other assistance as appropriate based on the patient's condition and the responders' level of training.

The responders should continue to provide patient care until relieved by emergency medical services personnel. CERT members shall use the Suspected Cardiac Response Protocol found at the end of this plan as their protocol to respond to and provide care. This protocol has been developed in conjunction with the Franklinville Central School's Emergency Health Care Provider (ECHP) for the PAD program.

### **Post Response**

NYS DOH Public Health Law Article 30 and NYS DOH Policy requires a PAD entity to report the usage of their AEDs, if deployed to an emergency, to the Regional Emergency Medical Services Council.

The post response procedure located at the end of this plan outlines the procedure and the steps necessary to report AED usage and ensure the AED is in a state of readiness after use.

In addition to the required documentation, an evaluation and post response debriefing for responders and post-event support should be conducted. This includes the identification of aftercare services and crisis counselors.

A post response evaluation should also occur to determine if the CERP was sufficient to enable an appropriate response to the cardiac emergency. This review should include recommendations for improvements to the plan and 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.

If changes to this plan are identified in a post response evaluation and are made, a cardiac emergency response drill should be conducted to evaluate the changes made.

In the aftermath of a cardiac event, the Trauma-Informed Team will conduct a thorough debriefing session to assess the situation and provide essential support to students and staff. This process will be integral to the post-incident plan, ensuring that all affected individuals receive compassionate care and guidance. The team will facilitate open discussions, address any emotional distress, and offer resources to help everyone process the incident effectively.

### **Confidentiality**

To provide privacy protection for the patient, responders, employees, and other staff members are to refrain from discussing or disclosing personally identifiable health information including the patient's name, date of birth, age, address, phone number, medical history, or other personal information.

# Franklinville Central School

## SUSPECTED CARDIAC ARREST RESPONSE PROTOCOL

Last Updated: August 4, 2025

Make sure the scene is safe

- Check for Responsiveness
- Shout for nearby help

### Phone 9-1-1

- If possible, have the person calling 911 be near the patient.
- Provide 911 specific directions on how to access the patient and the patient's location
- Send someone to flag down first responders and direct them to the patient

### Get an AED, and activate the CERT

- Activate CERT via the means established in the CERP
- If you are a CERT member, respond immediately to the scene of the emergency
- The closest CERT member should retrieve the AED and first aid kit in route to the scene and if applicable, leave the AED cabinet door open as a signal that the AED was retrieved

Normal breathing, pulse felt

Monitor & stay with person until help arrives

Look for no breathing or only gasping and check pulse (if trained). Is pulse **definitely** felt within 10 seconds?

No Normal breathing, pulse felt

- Provide Rescue Breathing  
1 breath every 6 sec or 10 breaths/min.
- Check pulse every 2 min  
If no pulse, start CPR
- If possible opioid overdose, administer naloxone if available per protocol

No breathing, or only gasping, pulse not felt or not trained to check

### Start CPR

Perform cycles of 30 compressions & 2 breaths  
Compression Rate: 100-120/min  
Dept: 2" or 1/3 depth of chest if under 8  
Allow full chest recoil

### USE AED AS SOON AS IT ARRIVES

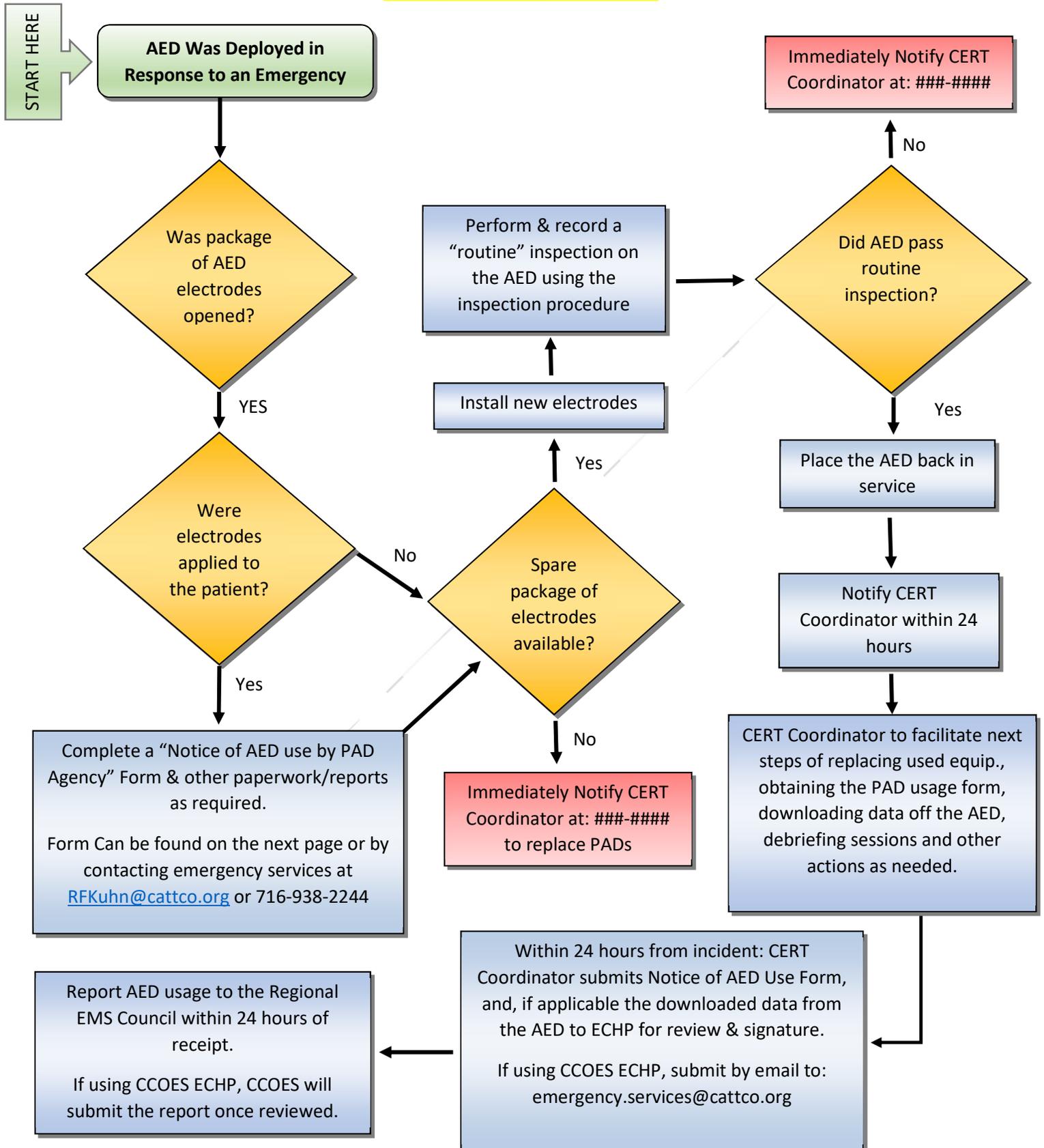
Turn on & follow the prompts  
Minimize interruptions in compressions while applying AED

**Continue CPR** until person is responsive or advanced help arrives. Provide verbal report to responding EMS

Complete Post Response Procedure (Next Page)

# Franklinville Central School AED Post Response Procedure

Last Updated: August 12, 2025





### Notice of AED Use by PAD Agency

Name of PAD Site: \_\_\_\_\_

Location of Incident: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Date of Incident: \_\_\_\_\_ Time of Incident: \_\_\_\_\_ am  pm

Age of Patient (in years): \_\_\_\_\_ (approximate if unknown) Sex: MALE  FEMALE

Witnessed arrest (circle): YES  NO  Estimated time of arrest to CPR: \_\_\_\_\_ minutes

CPR initiated by: BYSTANDER  STAFF  OTHER (specify): \_\_\_\_\_

Total number of shocks delivered by PAD agency: \_\_\_\_\_

Name of transporting ambulance service: \_\_\_\_\_

Hospital Name where the patient was transported: \_\_\_\_\_

Patient outcome on scene:  Regained Pulse  Remained pulseless  
 Became responsive  Remained unresponsive

**THIS SECTION IS TO BE COMPLETED BY EHCP FOR QI**

Was code summary reviewed? YES  NO  If not, why? \_\_\_\_\_

Were actions appropriate? YES  NO  If not, why? \_\_\_\_\_

Was the agency contacted for follow-up? YES  NO

Are there any unresolved issues with this incident? YES  NO

If yes, what and how will they be addressed? \_\_\_\_\_

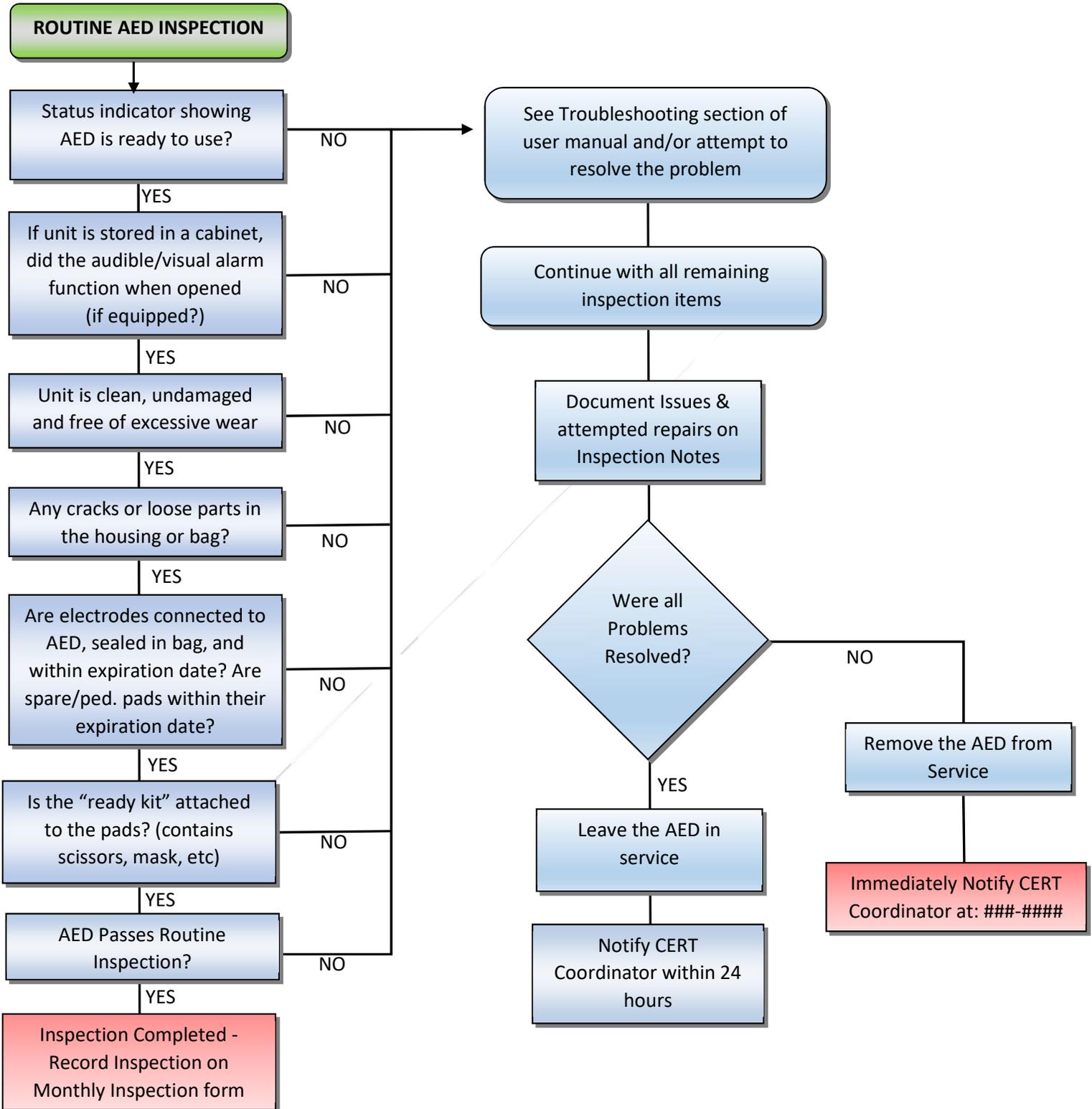
Incident reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_

Within in 48 hours of AED use, please mail this form and download "code summary" to:

Southern Tier Health Care System Inc.  
ATTN: PAD Program  
150 North Union Street  
Olean, NY 14760

# Franklinville Central School Routine AED Inspection Procedure

Last Updated: August 4, 2025



**Franklinville Central School**  
**AED Monthly Inspection Form & Equipment Checklist**

Name/Location of AED:	Make of AED:											
Model # of AED:	Serial # of AED:											
CURRENT YEAR: _____	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
Status Indicator Showing AED is ready to use & no audible alarms	<input type="checkbox"/>											
AED is clean, undamaged and free of excessive wear. No loose parts in housing or bag.	<input type="checkbox"/>											
One set of ADULT defibrillator pads connected, sealed, undamaged and within expiration date	<input type="checkbox"/>											
One set of PEDIATRIC defibrillator pads, sealed, undamaged, and within expiration date	<input type="checkbox"/>											
Supplies available near or connected to AED are in good condition. Minimum supplies include: Scissors, disposable razor, CPR mask, wipes and 2 pair of gloves	<input type="checkbox"/>											
If applicable, AED signage is present and visible. AED is not obstructed and is accessible.	<input type="checkbox"/>											
If applicable, wall cabinet alarm is in proper working condition.	<input type="checkbox"/>											
<b>INSPECTOR INITIALS</b>												
Problems Noted & Corrective Actions Taken: (Include Date):												

**CERT Coordinator to complete at the end of the year:**

CERT Coordinator Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

FORM NEEDS TO BE KEPT ON FILE WITH ORGANIZATION!