



Cardiac Emergency Response Plan

A carefully coordinated response to cardiac emergencies will improve individual outcomes and reduce death and disability in school settings. The following will represent the Cardiac Emergency Response Plan for Indian Prairie School District 204, which reflects compliance with PA 103-0608. It will be reviewed and approved annually by the Superintendent, Chief Human Resource Officer, Director of Building Operations, and the Coordinator of Health Services.

Communication System

There will be a standard District 204 cardiac emergency response team communication code to notify responders that an incident is occurring. The auditory code for a cardiac emergency will be "Cardiac Response Team report to XXXX (location of emergency)". The code will be repeated three times.

Members of the team will have a communication device with them (walkie-talkie or cell phone) when in the school or on school grounds.

Drills

There will be a minimum of one to two unannounced drills per school year at each school in District 204. The Cardiac Emergency Response Team drill checklist will be used for drill documentation. All drill reports will be sent to the Coordinator of Health Services for review.

Education

All staff will receive yearly general training on the Cardiac Chain of Survival and an overview of the components of this plan. The training will be conducted by the Human Resources Department in collaboration with the Coordinator of Health Services. The training will include the following components.

- Early Recognition of Sudden Cardiac Arrest
 - Sudden Collapse
 - Collapsed and unresponsive
 - Not breathing normally, may be gasping, gurgling, snorting, moaning, labored breathing or apneic
 - Seizure-like activity.



- Early Access to 911
 - Confirm unresponsiveness.
 - Call 9-1-1 and follow emergency dispatcher's instructions.
 - Call any on-site emergency responders using District 204's communication code.
- Early CPR (Hands-only discussion; no practicum)
 - Begin cardiopulmonary resuscitation (CPR) immediately.
- Early Defibrillation
 - Immediately retrieve and use an AED as soon as possible to restore the heart to its normal rhythm.
 - Turn the machine on and follow the audio steps.
- Early Advanced Care
 - Emergency Medical Services (EMS) responders begin advanced life support and transfer to a hospital.
- Use of an AED (Discussion; no practicum)

Community Coordination

The local EMS Coordinators will be informed that District 204 has an established cardiac emergency response plan and trained responders at each school.

Community groups or organizations who rent school property will be made aware of this plan at the time of their signing a rental agreement with District 204.

Equipment

The AED equipment location(s) on a school campus should make it possible to retrieve an AED, apply pads, and deliver a shock (if needed) to an unresponsive victim in less than three minutes. There should be AED access within three hundred (300) feet of any outdoor activity/sports field. Clear signage will be used noting the location of each AED. A first responder kit containing a CPR barrier device, scissors, gloves, a razor, and a towel, should be kept with each AED.

All AED's will be checked for performance readiness at least monthly. AED checks will be recorded. District 204 currently utilizes the PlusTrac documentation system for maintenance of performance readiness, reminders of when to change AED pads and batteries, and to provide actionable reporting.



AEDs will be replaced every ten years or upon receipt of notification from the manufacturer that the piece of equipment is at end-of-life status. The earlier of these two dates will apply.

AED equipment is to be stored in the assigned AED cabinet. Equipment taken to the athletic fields for practices or games will be returned to its cabinet after the activity.

Response Team

There will be a designated Cardiac Emergency Response Team with an assigned CERT Coordinator at each school composed of at least five to ten people. These individuals will maintain current CPR certification, which is updated every two years per AHA guidelines. Team members should be selected from areas throughout the school when possible.

Responsibilities

Coordinator of Health Services

- Serves as the District 204 Cardiac Emergency Response Team Coordinator.
- Reviews this plan on a yearly basis which will include obtaining input from the Superintendent, Chief Human Resource Officer, and Director of Building Operations.
- Reviews the School Program Checklist, one per school per year.
- Reviews the drill summary checklists, one to two per school per year.
- Provides guidance to teams as needed or requested.
- Collaborates with Human Resources on the yearly staff training.

Human Resources

- Ensures the training of all employees on the above listed yearly training items.

Response Team Duties

- Call 911 and remain on the call until Emergency Medical Services arrives.
- Report to the scene as quickly as possible after receiving notification.
- Begin CPR.
- Bring the AED to the scene.
- Document all information for EMS arrival.
- Send someone to meet EMS.
- Perform crowd control.
- Team members can assist with the CPR/AED rotation.



Schools

Schools in Indian Prairie School District 204 are responsible for the following being in place each school year. The school CERT Team Coordinator is responsible for submission of the required documentation to the Coordinator of Health Services.

- The School Program Checklist will be completed and submitted to the Coordinator of Health Services prior to October 1.
- AED signage is properly displayed.
- AEDs are checked for performance readiness monthly. This will be completed by nursing personnel assigned to the school.
- Have at least one drill per school year. The drill summary checklist will be sent to the Coordinator of Health Services for review.

Trainings

CPR training will be offered. CPR may also be taken through local agencies if the staff member so chooses.

- Students will be trained in CPR as part of the Physical Education curriculum for 9th graders.
- Members of the Health Services Department including Licensed School Nurses, Registered Nurses, Medical-Educational Registered Nurses, and Health Office Assistants will maintain current certification through the American Heart Association's Basic Life Support (BLS) Program.
- Coaches will maintain current certification through the American Heart Association's Basic Life Support (BLS) Program.
- All members of the Cardiac Emergency Response Team will maintain current certification through the American Heart Association's Basic Life Support (BLS) Program.



Attachments

- AED Report Form
- AED Debriefing Form
- AED Report Signage
- Program Checklist: School
- Cardiac Emergency Response Team Drill Checklist
- District 204 AED locations
- References



AED Report Form

Instructions: Complete this form anytime the cardiac/emergency response team is activated. Forms are to be submitted to the Coordinator of Health Services.

Date of incident: _____ School: _____

Exact location: _____

	Yes M	No F	Unknown Unknown
Gender of victim			
Age category of victim			
Was CPR provided			
Was there an AED on site?			
Was an AED brought to the scene?			
Was the AED turned on?			
Were the AED pads placed on the victim?			
Was an AED shock delivered?			
Was EMS/911 contacted?			
Was the patient transported to the hospital?			
Did the victim survive?			
Provide a brief description of the incident:			
Coordinator of Health Services informed			
AED and supplies checked and replaced:			
Person completing report:			
Job title:			
E-mail address:			

Submit this form to the Coordinator of Health Services within 48 hours of the incident.



AED Debriefing Form

Instructions: Complete this form following a critical cardiac incident. The goal is to discuss the actions and thought processes involved in a particular clinical situation, encourage self-reflection, and evaluate improvements for improved outcomes.

Observed Actions by Individuals or the team	Plus: positive aspects of the actions	Delta: Proposed changes for improved outcomes

Submit this form to the Coordinator of Health Services within 48 hours of the incident.



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D**



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Program Checklist for Schools

Instructions: Please complete one checklist per school on a yearly basis. Submit this form to the Coordinator of Health Services prior to October 1.

Date: _____ Person completing this form: _____

School: _____

CERP Site Coordinator: _____

Phone: _____

AEDs	Yes	No	Comments
AED equipment location on campus can be retrieved on the scene ready to deliver a shock in under three minutes			
AED signage posted.			
AED monthly performance readiness tests.			
First Responder kit near or attached to the AED.			
Cardiac Emergency Response Team	Yes	No	Comments
A CERT Site Coordinator is identified			
There is a designated Cardiac Emergency Response Team comprised of 5-10 people.			
The team knows the cardiac emergency communication code; staff always carry their communication device			
Training/Education			
Team members have current CPR certification			
All staff know where the AEDs are located and how to access them			
All staff attend the annual training on sudden cardiac arrest awareness.			
Cardiac Emergency Response Drills	Yes	No	Comments
Conduct a yearly drill. Date of drill #1:			
Date of drill #2:			



Other comments about your program:

Team Members:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.



CERT Drill Checklist

Instructions: Utilize this checklist to ensure your team implements the core elements of a drill.

Goal: The AED is applied and used within three (3) minutes.

Time: _____ School: _____ Drill location: _____

The drill starts when the finder discovers the victim. The recorder starts the timer once this happens. The recorder starts the timer once this happens. Document times for each of these response actions.

Action	Time
Discovery of the victim to overhead drill announcement	
CPR started	
AED arrived at the scene	
AED shock delivered	

Response Action	YES	NO
Victim unresponsiveness was determined		
Office was notified		
Cardiac Emergency Response Team was notified		
EMS/911 was called		
Cardiac Emergency Response Team arrived		
Possible SCA identified and CPR was started immediately		
AED arrived at the scene		
AED pads were placed appropriately and immediately on the victim's bare chest		
Team followed all prompts from the AED		
Team used proper CPR body mechanics throughout response		
Use of school's chosen CPR barrier devices		
Someone met and directed EMS		
Crowd control took place		
Office obtained necessary information for EMS call		
Drill was completed in our goal time of under 3 minutes "Completed" meaning AED was applied and used within 3 minutes. Drill can continue through cycles of AED use and compressions to practice switching roles.		
If drill was not completed within the goal time of under 3 minutes, please document completion time.		
Copy of forms sent to Coordinator of Health Services		
Copy of forms sent to School CERT Coordinator		



Cardiac Emergency Response Team Members who attended the drill:

- 1.
- 2.
- 3.
- 5.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

Post-Drill Review

- What went well during the drill?
- What could have gone better?
- Were some aspects of the process easier to remember?
- Discuss with staff how the time from delivery of the AED to delivery of the first shock could have been shortened.
- Does the Team feel prepared to reason in an actual cardiac emergency?
- If the Team does not feel prepared, what needs to be practiced?
- What remaining questions or assistance is needed?

Submit this form to the Coordinator of Health Services



District 204 AED DISTRIBUTION

BUILDING	TYPE	SERIAL NUMBER	DOOR	UPGRADES
Brookdale	Zoll AED Plus	21X21F381280	2	Installed 8-2021
Brooks	Zoll AED Plus	21X21F381252	2	Installed 8-2021
Builta	Zoll AED Plus	21X21F381317	2	Installed 8-2021
Clow	Zoll AED Plus	21X21F381439	10	Installed 8-2021
Cowlishaw	Zoll AED Plus	21X21F381244	2	Installed 8-2021
Crone 1	Zoll AED Plus	21X21F381210	10	Installed 8-2021
Crone 2	Zoll AED Plus	21X21F381140	21	Installed 8-2021
Crone 3	Zoll AED Plus	21X23H661872	PE	Installed 9-2023
Crone 4	Zoll AED Plus	21X23H662708	PE	Installed 9-2023
Fischer 1	Zoll AED Plus	21X21F381241	1	Installed 8-2021
Fischer 2	Zoll AED Plus	21X21F381200	7	Installed 8-2021
Fischer 3	Zoll AED Plus	21X23H662603	PE	Installed 9-2023
Fischer 4	Zoll AED Plus	21X23G649458	PE	Installed 9-2023
Fry	Zoll AED Plus	21X21F381161	2	Installed 8-2021
Georgetown	Zoll AED Plus	21X21F381270	3	Installed 8-2021
Gombert	Zoll AED Plus	21X21F381184	10	Installed 8-2021
Graham	Zoll AED Plus	21X21F381165	2	Installed 8-2021
Granger #1	Zoll AED Plus	21X21F381263	10	Installed 8-2021
Granger #2	Zoll AED Plus	21X21F381174	21	Installed 8-2021



Granger #3	Zoll AED Plus	21X23H662709	PE	Installed 9-2023
Granger #4	Zoll AED Plus	21X23H661825	PE	Installed 9-2023
Gregory #1	Zoll AED Plus	21X21F381259	1	Installed 8-2021
Gregory #2	Zoll AED Plus	21X21F381105	4	Installed 8-2021
Gregory #3	Zoll AED Plus	21X23G658565	PE	Installed 9-2023
Gregory #4	Zoll AED Plus	21X23H662574	PE	Installed 9-2023
Hill #1	Zoll AED Plus	21X21F381149	7	Installed 8-2021
Hill #2	Zoll AED Plus	21X23H662565	PE	Installed 9-2023
Hill #3	Zoll AED Plus	21X23H661835	PE	Installed 9-2023
Kendall	Zoll AED Plus	21X21F381146	2	Installed 8-2021
Longwood	Zoll AED Plus	21X21F381093	11	Installed 8-2021
May Watts	Zoll AED Plus	21X21F381151	7	Installed 8-2021
McCarty	Zoll AED Plus	21X21F381147	2	Installed 8-2021
Metea #1	Zoll AED Plus	21X21F381240	1	Installed 8-2021
Metea #2	Zoll AED Plus	21X21F381108	Between gyms	Installed 8-2021
Metea #3	Zoll AED Plus	Z20K315732	19: Trainer's office	Installed 2-24-21
Metea #4	Zoll AED Plus	X20K315917	2 nd floor by G232	Installed 2-24-21
Metea #5	Zoll AED Plus	X20G294707	19: Trainer's office	Installed 2-24-21
Metea #6	Zoll AED Plus	21X21F381102	1 st floor: commons	Installed 8-2021
Metea #7	Zoll AED Plus	21X21F381099	25: Pool	Installed 8-2021



Metea #8	Zoll AED Plus	X20K316224	2 nd floor by E230	Installed 2-25-21
NVHS #1	Cardiac Science G5	173744	Athletic Trainers office	Installed 8-2020
NVHS #2	Zoll AED Plus	21X21F381237	7	Installed 8-2021
NVHS #3	Zoll AED Plus	21X21F381329	2 nd floor rotunda	Installed 8-2021
NVHS #4	Zoll AED Plus	21X21F381257	1 ST floor rotunda	Installed 8-2021
NVHS #5	Zoll AED Plus	21X21 F381335	Main Gym	Installed 8-2021
NVHS #6	Zoll AED Plus	21X21F379067	2 nd floor Wrestling	Installed 8-2021
NVHS #7	Zoll AED Plus	21X21F381120	Pool Deck	Installed 8-2021
NVHS #8	Zoll AED Plus	21X21F381340	AUX Gym	Installed 8-2021
NVHS #9	Zoll AED Plus	21X23C606449	Athletic Trainer	5-2023
NVHS #10	Zoll AED Plus	X16L887557	Athletic Trainer	Installed 8-2021
NVHS-Gold	Zoll AED Plus	21X21F381191	1	Installed 8-2021
Owen	Zoll AED Plus	21X21F381302	2	Installed 8-2021
Patterson	Zoll AED Plus	21X21F381359	2	Installed 8-2021
Peterson	Zoll AED Plus	21X21F381100	13	Installed 8-2021



Preschool	Zoll AED Plus	21X21F381325	1	Installed 8-2021
Scullen #1	Zoll AED Plus	21X21F381582	16	Installed 8-2021
Scullen #2	Zoll AED Plus	21X21F381236	5	Installed 8-2021
Scullen #3	Zoll AED Plus	21X23H661736	PE	Installed 9-2023
Scullen #4	Zoll AED Plus	21X23H662500	PE	Installed 9-2023
Spring Brook	Zoll AED Plus	21X21F379319	2	Installed 8-2021
Steck	Zoll AED Plus	21X21F379384	12	Installed 8-2021
STEPS	Zoll AED Plus	21X22L559542		Installed 1-2023
Still #1	Cardiac Science G5	173662	10	Installed 8-2020
Still #2	Zoll AED Plus	21X21F381103	21	Installed 8-2021
Still #3	Zoll AED Plus	21X23H662719	PE	Installed 9-2023
Still #4	Zoll AED Plus	21X23H662601	PE	Installed 9-2023
Welch	Zoll AED Plus	21X21F381122	11	Installed 8-2021
(Wheatland) McKinzie	Zoll AED Plus	21X21F381092	1	Installed 8-2021
White Eagle	Zoll AED Plus	21X21F381265	2	Installed 8-2021
WVHS #1	Cardiac Science G5	173721	Atrium 1	Installed 8-2020
WVHS #2	Zoll AED Plus	21X21F381145	Trainer room	Installed 8-2021



WVHS #3	Cardiac Science G5	173711	pool	Installed 8-2020
WVHS #4	Zoll AED Plus	21X21F381126	Door 33	Installed 8-2021
WVHS #5	Cardiac Science G5	173697	3 rd floor: Stairwell M; across from room 350	Installed: 8-2020
WVHS #6	Zoll AED Plus	21X21F381175	Trainer Room	Installed 8-2021
Young	Zoll AED Plus	21X21F381097	13	Installed 8-2021
				12-4-24 LAH



References

American Heart Association (2023). Cardiac Emergency Response Planning for Schools. Policy Statement, 2023. <https://www.heart.org/-/media/Files/About-Us/Policy-Research/Policy-Positions/CPR-and-AED/Cardiac-Emergency-Planning-for-Schools.pdf>

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