

UPDATED
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PHELPS-CLIFTON SPRINGS CSD
EMERGENCY PREPAREDNESS PLAN
SUDDEN CARDIAC ARREST ADDENDUM

SAFE SCHOOLS AGAINST VIOLENCE IN EDUCATION

Introduction

The following addendum to the Phelps Clifton Springs Central School District Emergency Preparedness Plan is designed in accordance with **Desha's Law**, enacted as **Chapter 189 of the Laws of 2025** and effective **September 1, 2025**, this addendum outlines the district's commitment to implementing a comprehensive **Cardiac Emergency Response Plan (CERP)** as part of its school safety protocols. The legal basis for this addendum is found in amendments to **New York State Education Law §§ 2801-a(2)(n), 2801-a(3)(a), and §917**, which mandate the inclusion of procedures for responding to sudden cardiac arrest in both **district-wide school safety plans** and **building-level emergency response plans**.

SUDDEN CARDIAC ARREST

Emergency Annex

Purpose

This annex describes the courses of action that the school will implement to address sudden cardiac arrest. Schools should coordinate these efforts with appropriate emergency medical services, law enforcement, fire department and emergency management representatives. [8 NYCRR Section 155.17 \(e\)\(2\)\(vi\)](#) requires the coordination of the ERP with the statewide plan for disaster mental health services. The details of how this coordination is accomplished should be documented within this annex. Schools should consider contacting their county Director of Mental Health and Community Services for information on services available for addressing mental health issues in an emergency.

Quick Reference Box

Assess: Sudden Cardiac Arrest

Initial Notifications: 9-1-1, SRO, and Superintendent
Building Emergency Response Team
Building Occupants

Protective Actions: Hold-in Place Protocol
Take direction from responding EMS/Police/SRO

Midlakes Cardiac Emergency Response Plan

In the event of a sudden cardiac arrest, call 911, do not move the injured person unless he/she is in imminent life threat and, if possible, contact the Cardiac Emergency Response Team that is geographically closest to the incident.

“Hold in Place” is a procedure used for medical emergencies. In the event that a “Hold in Place” procedure is announced, teachers will hold their students in their classrooms until the crisis is averted. There will be an announcement when the hall is clear for travel. A “Hold in Place” is similar to a lockdown except that regular activity/instruction can still take place within the classroom.

Emergency incident occurring in locations other than inside of the school buildings (e.g. outside on playground/athletic fields, bus garage) will be managed as close as possible to the described response with deviation as needed given the unique nature of the location and circumstances.

The Elementary and Secondary School Cardiac Emergency Response Teams (formerly “AED (automated external defibrillator) team”) (those trained in CPR, First Aid and AED’s) responds to an emergency situation on the campus when medical assistance is necessary.

1. 911 will be called immediately at the beginning of any incident and CPR will be started. When calling 911, state the situation as clearly as possible, such as, "I have a 50-year-old male with no pulse and/or not breathing, needs ALS (Advanced Life Support)". Always stay connected to 911 until they tell you to hang up.
 2. The secretary/admin receiving the call should make the following announcement district wide:
 - "Elementary or Secondary AED Team report to room # _____ (& teacher's name)".
 - "Elementary or Secondary AED Team report to Specific Description of Outdoor Area
 - **REPEAT ANNOUNCEMENT.**
 3. Staff will immediately deliver AED equipment to trained person at the scene. **Only trained and certified personnel will operate the AED for rescue purposes, unless 911 directs an untrained person to administer the AED.**
 4. Upon arrival of AED at scene, inform 911 dispatch with incident specific information including:
 - *Location (building and room number, Gym, or specific fields)*
 - Nearest entrance
 - Identify the individual calling First aid is being given.
 - Need for Advanced Life Support
 5. Notify an Administrative Staff member if the building administrator is not already present. Administrative staff member will notify other Administrators as necessary and able.
 6. Building administrators will be responsible for student control or movement at the scene as noted; however, in the event a building administrator is not present, any willing member of the Building Level AED Team will take charge of student control and movement and implement the plan.
 7. During the school day or activities involving large groups of people outside of the school day, a "**Hold in Place**" may be required to keep the scene clear and allow emergency personnel to respond to the incident and take over for the AED Teams without delay.
 8. An administrator or designee will meet the ambulance and direct it to the scene. They will also bring a cellular phone to establish communications with the Main Office, the Hospital, or other necessary personnel.
 9. Upon arrival of EMS, the **AED** teams will turn over care to EMS and provide a summary of the events.
 10. After use of AED, the school nurse will return AED to storage area, restock the pads. Additionally, the nurse will fill out the Finger Lakes Regional EMS Council, Inc. Public Access Defibrillation Report and submit it to the Finger Lakes Regional EMS Council.
 11. At the conclusion of the day of an incident, or as soon as able, the **AED** teams will meet to debrief the incident and related activities. The **AED** teams will conduct drills twice a year in different locations in the building.
- * **Note:** AEDs may be used on children ages 1 to the onset of puberty with child AED pads (recommended, but if none, adult pads can be used).
- In the event of an AED Team call, the following personnel should also react immediately to provide classroom coverage for AED team members:***

High/Middle School AED Team

High/Middle School AED Team	Location	Coverage	First Aid, CPR, AED Certified?
Heather DeRuyter	Nurse (Middle/High School)	N/A	Yes
Ben Clement	HS 160	Julie DeBaere	Yes
Daniel McAlpin	HS Main Office	N/A	No
Jim Giancursio	HS Main Office	N/A	No
Chris Tillman	HS PSO	N/A	Yes
Bob Holland	HS PSO	N/A	Yes
Laura VanLaeken	HS Main Office	N/A	No
April Decker		N/A	Yes
Tracy Tiffany, RN Barb Bailey, LPN	MEC (Secondary Bldg)		Yes

Elementary School AED Team

MES School	Location	Coverage	First Aid, CPR, AED Certified?
Nadine Patrick	MES Nurses office	N/A	Yes
Trent Jones	MES Gym	Nancy Wasman	Yes
Christopher Moyer	MES Main Office	N/A	No
Courtney Jones	MES 1st Floor	N/A	TBD
Bob Holland	HS PSO	N/A	Yes
Liz Fratto	MES 2nd Floor	N/A	No
Brianne Raes	MES Office	N/A	Yes
Jessica VanDamme	PS Gym	N/A	Yes
TBD	MEC	N/A	Yes
April Decker	MES	N/A	Yes

Response Plan for Bus Garage:

The Elementary School Cardiac Emergency Response Team will serve as the first responders for an SCA event at the bus garage.

After School Activities AED Protocol

Athletics:

All board approved coaches are trained in CPR and AED usage. By default, there will be a trained AED user on-site for all athletic contests hosted by the district due to the presence of a coach. Those staff present should follow the procedures described above as closely as possible. It should be noted that the first step is to always call 911.

Other School Sponsored After School Activities:

Unlike athletic events, there will not always be an AED certified staff member present for school sanctioned after-school events (e.g. school dances, music concerts). In the case of an emergency, school staff present should follow the procedures described above as closely as possible. It should be noted that the first step is to always call 911 and follow their directions. School staff not certified in CPR/AED usage should yield to those present who are certified.

Community Based Organizations Using School Facilities:

The district permits several community-based organizations to use our facilities (e.g. YMCA, PCC, Community Theater etc.). Ultimately these organizations are responsible for the safety of those attending their event. For indoor events, there is unfettered access to AEDs mounted in designated locations throughout the school buildings. There are not AEDs publicly available for community based organizations using outdoor district facilities. Community based organization are strongly encouraged to furnish their own AED for outdoor events while conducting their event at one of our outdoor facilities. It should be noted that the first step is to always call 911 and follow their directions. In the event of an emergency leaders and attendees of community-based organizations should defer to school staff is present. In this case all persons should yield to those present who are certified in CPR/AED.

District AED Locations and Information

	Location 1	Location 2	Responsible Staff
1	Secondary	Outside Athletic Director's office	Jeremy Mattoon /Heather DeRuyter
2	Secondary	Outside middle school gym	Jeremy Mattoon /Heather DeRuyter
3	Secondary	Outside high school cafeteria	Jeremy Mattoon /Heather DeRuyter
4	Secondary	Outside CSE/BOCES office	Jeremy Mattoon /Heather DeRuyter
5	Secondary	Aquatics Office: Not mounted. Hanging on cabinet above desk.	Jack Hauber/Heather DeRuyter
6	Secondary	Inside HS Main Office	Jeremy Mattoon /Heather DeRuyter
7	Secondary	MEC 2 nd Floor Near Central Stairway	Jeremy Mattoon /Heather DeRuyter
8	Secondary	HS 2 nd Floor Central Stairway	Jeremy Mattoon /Heather DeRuyter
9	Secondary	Inside Nurses' Office: Not mounted. On top of filing cabinet.	Jeremy Mattoon /Heather DeRuyter
10	Elementary	Outside District Office	Jeremy Mattoon /Nadine Patrick
11	Elementary	Outside Eaglet Cafeteria	Jeremy Mattoon /Nadine Patrick
12	Elementary	Inside Nurses' Office: Mounted on wall near entrance.	Jeremy Mattoon /Nadine Patrick
13	Elementary	Near Intermediate Gymnasium	Jeremy Mattoon /Nadine Patrick
14	Elementary	North end second floor	Jeremy Mattoon /Nadine Patrick
15	Elementary	South end second floor	Jeremy Mattoon /Nadine Patrick
16	Bus Garage	Break Room	Jeremy Mattoon
17	Portable	Athletic Training Sideline Bag	Athletic Trainer
18	Portable	Athletics Soccer Tower, removed in winter, stored in Athletic Director's Office	John Lombardi
19	Portable	Athletics Softball Storage Shed, removed in winter, stored in Athletic Director's Office	John Lombardi

AED Management

The Facilities Department conducts a weekly check of all wall mounted AEDs to ensure that the AEDs are functional and ready for deployment in the case of an emergency. This is a quick visual inspection.

The School Nurse conducts detailed monthly checks of each AED to ensure that the device is in good working order and that the electrode pads are not expired. Any expired pads are replaced prior to re-deployment.

Staff Training Opportunities:

Trainings for CPR/AED are offered regionally through Section V. In addition, the district has three certified trainers currently on staff. Staff interested in being trained should express an interest to their immediate supervisor. The request will be evaluated and subsequently be granted or denied.

Venue Specific Information

Venue General Location	Venue Name	Closest AED
Secondary	Aquatic Center	Inside Aquatic Office Outside Athletic Director's Office
Secondary	High School Gymnasium	Outside Athletic Director's Office
Secondary	Middle School Gymnasium	Outside MS Gymnasium in Hallway
Secondary	Weight Room	Outside Athletic Director's Office
Secondary	Wrestling Room	Outside Athletic Director's Office
Secondary	Auditorium	Outside Cafeteria in Main Hall
Secondary	Cafeterias	Outside Cafeteria in Main Hall
Secondary	Library	HS Main Office Outside Cafeteria in Main Hall
Outdoors	Football Field/Track	Outside MS Gymnasium in Hallway Soccer Tower Trainer's Bag (if present)
Outdoors	Soccer Fields	Outside MS Gymnasium in Hallway Soccer Tower Trainer's Bag (if present)
Outdoors	One Room Schoolhouse/Shotput/Discus	Outside District Office Soccer Tower Bus Garage Break Room
Outdoors	Football Practice Field	Baseball Storage Shed HS Main Office
Outdoors	Softball/Baseball Fields	Baseball Storage Shed
Outdoors	Varsity Baseball Field	Baseball Storage Shed Elementary Second Floor South End
Elementary	Library	Outside Eaglet Cafeteria, Inside Nurses' Office
Elementary	Intermediate Gymnasium	Near Intermediate Gymnasium
Elementary	Primary Gymnasium	Inside Nurses' Office, Outside Eaglet Cafeteria
Elementary	Cafeterias	Inside Nurses' Office, Outside Eaglet Cafeteria
Outdoors	Primary Playground	Inside Nurses' Office, Outside Eaglet Cafeteria
Outdoors	Intermediate Playground	Near Intermediate Gymnasium, Inside Nurses' Office

