Romulus CSD

Cardiac Emergency Response Plan (CERP)

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Building-Level Cardiac Emergency Response Plan (CERP) Annex

This annex is developed in compliance with Education Law §2801-a(n) (Desha's Law) and Public Health Law §917. It supplements the district-Wide Cardiac Emergency Response Plan (CERP) by providing building-specific and venue-specific details for responding to sudden cardiac arrest (SCA) or similar life-threatening emergencies.

Purpose

The purpose of this annex is to outline actions expected of building administration and staff in the event of a sudden cardiac arrest. The goal is to ensure immediate recognition of SCA, initiation of cardiopulmonary resuscitation (CPR), retrieval and application of an automated external defibrillator (AED) within 3 minutes, and seamless transfer of care to emergency medical services (EMS). This annex also provides venue-specific details for all high-use areas, athletic venues, and large gathering spaces within the building.

Functional Annexes That May Be Activated

Functional Annexes that may be activated during a cardiac emergency include:

- Public Health, Medical, and Mental Health Annex
- Communications Annex
- Security Annex
- Hold-in-Place
- Accounting for All Persons
- Reunification Annex as needed

Other actions that may be considered:

- Emergency Dismissal/Early Dismissal

Activating the Emergency Response Plan

- □ Recognize signs of sudden cardiac arrest (collapse, unresponsiveness, no normal breathing).
- □ Call for help: direct a specific person to call 911 and provide location/access details for EMS.
- □ Notify the main office and activate the building's emergency notification procedure.
- □ Activate the Cardiac Emergency Response Team (CERT) via the main office or designated point of contact.
- □ Assign roles if not already pre-assigned.
- □ Initiate CPR immediately.
- □ Retrieve and apply AED within 3 minutes of collapse.
- □ Prepare for EMS arrival – assign EMS Liaison to meet and guide responders.
- □ Continue CPR/AED until EMS takes over or the victim shows signs of life.
- □ Secure the scene and preserve AED use data.
- □ Begin post-incident review procedures within 72 hours.

Incident Commander Actions

- □ Assume command and proceed to the scene or designated command location.
- □ Confirm 911 has been called and correct information provided.
- □ Ensure CERT activation and verify role coverage.
- □ Confirm CPR has started, and AED retrieval is underway.
- □ Assign staff to meet EMS at access point and guide them to the scene.
- □ Direct crowd control and scene safety measures.
- □ Oversee communications with district leadership and parents as needed.
- □ Monitor the response to ensure uninterrupted CPR/AED use.
- □ Facilitate smooth handoff to EMS, providing event timeline and AED use details.
- □ Authorize post-incident mental health support for affected individuals.
- □ Preserve AED device data and initiate maintenance if used.
- □ Lead after-action review within 72 hours and forward report to the district safety team.

OTHER Actions to CONSIDER

- Conduct monthly AED visual inspections to verify battery status, pad expiration, and accessibility, documenting checks on district log forms.
- Post clear signage to AED locations and ensure AEDs are unlocked and accessible during all events.
- Assign alternates for each CERT role to ensure coverage during staff absences.
- Confirm AED access and trained personnel coverage before large events; identify EMS staging areas.
- Schedule annual CPR/AED certifications.
- Rotate CERP drill locations and times to test AED retrieval from different areas.
- Share updated AED maps with local EMS annually and invite them to participate in one drill per year.
- Publicize AED locations to staff, students, and community through maps, newsletters, and event programs.

- Ensure CERP procedures integrate with other functional annexes so multiple protocols can be activated simultaneously if needed.

Cardiac Emergency Response Team (CERT)

List primary and alternate members with roles for the building. Update as changes occur.

Role	Primary	Alternate	Responsibilities
CPR Provider	Bailey Szymanski	Jennifer Fowler	Begin chest compressions and rescue breathing (if trained)
AED Retriever	Sean Sweeney	Damon Litzenberger	Retrieve AED from designated location and deliver to victim
911 Caller	Mike Beeching	Jennifer Gillan	Call EMS, give exact location and nature of emergency
EMS Liaison	Deputy Grace Lipker	Jennifer Hayden	Meet EMS at designated entry point and guide to scene
Crowd Control	Stephanie Moll	Cristi Pesco	Clear bystanders and maintain safe scene

AED Location Summary

Per Public Health Law §3000-b all main entrances are required to have a sign that notifies all staff/ students/visitors where the nearest AED location is to that entrance.

Building	Location of AED unit
Example: Highschool	1st Floor outside of Nurses office
Romulus Central School	Health Office
	Main Office Hallway by the Main Office
	High School Gym Lobby
	Auditorium Main Hallway by the Auditorium

Venue-Specific CERP Details

Complete one Venue-Specific CERP Template for each significant location in the building, including but not limited to gymnasiums, athletic fields, auditoriums, cafeterias, and large event spaces. Template form found in Appendix A of this document.

Training & Drill Records

Training:

Names of Staff with Current CPR/AED Certification:

(complete list available in the Main Office with the Office Coordinator)

Staff Name	Title	Telephone Number	Location	Availability
Paul Mattey	Teacher/Athletic Director	Click or tap here to enter text.	3rd Floor HS classroom AD Office	☐Before School X After School X School Day X Athletic Events ☐School Events ☐ Other Click or tap here to enter text.
Bailey Szymanski	School Nurse, RN	Click or tap here to enter text.	Nurse's Office	☐Before School X After School X School Day ☐Athletic Events ☐School Events ☐ Other Click or tap here to enter text.
Jennifer Fowler	School Health Aide, LPN	Click or tap here to enter text.	Nurse's Office	X Before School X After School X School Day ☐Athletic Events X School Events ☐ Other Click or tap here to enter text.
Sean Sweeney	Physical Education Teacher	Click or tap here to enter text.	Click or tap here to enter text.	☐Before School ☐After School X School Day ☐Athletic Events ☐School Events ☐ Other Click or tap here to enter text.

DRILLS:

An AED Response Drill is designed to follow best practices from nationally recognized agencies such as the American Red Cross (ARC) and the American Heart Association (AHA), and aligns with NYSED Commissioner's Regulation 155.17 and NY State cardiac emergency preparedness guidance. The purpose is to ensure that school staff can respond quickly and effectively to a sudden cardiac arrest (SCA) on school grounds. A Drill template can be found in Appendix B of this document.

Date of Drill	Agencies Involved (EMS, Fire Dept.)

Post-Incident Review

Following any cardiac emergency or related drill, the Cardiac Emergency Response Team shall conduct a post-incident review within 72 hours to evaluate the effectiveness of the response. This review will document the sequence of events, the timeliness and accuracy of actions taken, the performance of assigned roles, the condition and accessibility of emergency equipment, and the adequacy of communications with emergency medical services. The purpose of the review is to identify strengths, address deficiencies, and implement improvements to the Cardiac Emergency Response Plan, training programs, and equipment maintenance. Findings from the review shall be recorded in writing, retained in accordance with district policy, and shared with the appropriate administrative and safety committees to ensure continuous improvement and compliance with New York State requirements and nationally recognized guidelines. An event summary template can be found in appendix C of this document.

Incident Summary

- Date, time, location, and type of cardiac emergency
- Whether it was a drill or an actual event
- Who was involved (roles, not necessarily names for confidentiality)

Timeline of Events

- Time first signs were recognized
- Time EMS was called
- Time CPR began
- Time AED applied and shocks delivered (if any)
- Time EMS arrived and took over

Response Evaluation

- How quickly emergency steps were initiated?
- Was the AED retrieved and used without delay?
- Was the scene safe and well-managed?
- Was the emergency communication plan followed?

Roles and Responsibilities

- Did designated staff respond as trained?
- Were backups activated if primary responders weren't available?

Resources and Equipment

- AED functionality and accessibility
- PPE availability
- Communication tools (radios, phones)

Training and Preparedness

- Did staff recall and follow their training?
- Did bystanders assist effectively?
- Were there any skill gaps?

Outcome

- Immediate patient status when transferred to EMS
- Any safety concerns for responders or students
- Follow-up support for staff and students

Lessons Learned

- What went well and should be reinforced
- What should be corrected or improved

Action Plan

- Training adjustments
- Policy/procedure revisions
- Equipment servicing or relocation
- Additional drills scheduled

Documentation & Reporting

- Keep a confidential record (required by NY State law for CERPs)
- Report to administration, safety committee, and, if applicable, the state education department

Appendix A

Venue-Specific CERP Template

Venue Name: _____

Primary AED Location: _____

Secondary AED Location: _____

Estimated Retrieval Time: _____

EMS Access Point: _____

Nearest CERT Members Likely On-Site: _____

Special Considerations: _____

Role Assignments for this Venue:

Role	**Primary**	**Alternate**
CPR Provider		
AED Retriever		
911 Caller		
EMS Liaison		
Crowd Control		

Diagram: (Attach map of venue showing AED icon and EMS access route)

Appendix B

AED Response Drill Template

This AED Response Drill Template is designed for use in New York State public and non-public schools. It follows best practices from nationally recognized agencies such as the American Red Cross (ARC) and the American Heart Association (AHA), and aligns with NYSED Commissioner's Regulation 155.17 and NY State cardiac emergency preparedness guidance. The purpose is to ensure that school staff can respond quickly and effectively to a sudden cardiac arrest (SCA) on school grounds.

Drill Details

Scenario Description	Simulated sudden cardiac arrest involving student/staff, initiated during a routine school day.
School Name	
Drill Date	
Location (Building/Area)	
Drill Coordinator	
Participants (Roles)	

Response Steps (ARC & AHA Aligned)

Step	Action Taken	Time Completed	Evaluator Notes
1	Recognize unresponsive individual, check breathing, call for help		
2	Activate EMS by calling 911 and notifying school emergency team		
3	Retrieve AED and bring to scene immediately		
4	Turn on AED and follow voice prompts		
5	Apply AED pads to patient's bare chest		
6	Ensure area is clear, deliver shock if advised		
7	Resume CPR immediately after shock/no shock prompt		
8	Continue until EMS takes over or victim shows signs of life		

Drill Evaluation

Criteria	Met?	Comments
Staff recognized SCA and activated EMS quickly		
AED retrieved within target time (<3 minutes)		
Pads applied correctly and promptly		
Shock delivered safely per AED prompts		
High-quality CPR performed (per AHA guidelines)		
Clear communication between responders		
Seamless handoff to EMS		

Improvement Actions

List any corrective actions needed to improve response times, AED use proficiency, or team communication. Reference retraining or practice needs in line with ARC/AHA recommendations.

Drill Coordinator Signature		Date:	
School Administrator Signature		Date:	

Appendix C

EVENT SUMMARY FORM

Location of event: _____ Date of event: _____ Time of event:
PAD oversight physician: _____ PAD program coordinator:
Victim's name: _____ Was the event witnessed or non-witnessed?
Witnessed ___ Non-witnessed ___ Name of trained rescuer(s):

Internal response plan activated? Yes . No
Was 911 called? Yes _ No __ If yes, name of 911 caller: _____ Was pulse taken at initial assessment? Yes __ No
Was CPR given before the AED arrived? Yes __ No

If yes, name(s) of CPR rescuer(s):

Were shocks given? Yes ___ No ___ Total number of shocks?
Did victim…

Regain a pulse?	Yes	No
Resume breathing?	Yes	No
Regain consciousness?	Yes	No

Was the procedure for transferring patient care to the local EMS agency executed?

Yes ___ No ___ If no, please explain:

Any problems encountered?

Name of person competing form:

Section X: Sudden Cardiac Arrest Preparedness – Cardiac Emergency Response Plan (CERP)

PURPOSE

In compliance with Education Law §2801-a(n) (Desha's Law) and Public Health Law §917, Romulus Central School has established a Cardiac Emergency Response Plan (CERP) to ensure a prompt, coordinated, and effective response to incidents of sudden cardiac arrest (SCA) or similar life-threatening emergencies occurring on any school site or at any school-sponsored event, including athletic programs. This section provides the district-wide framework for cardiac emergency preparedness and response, to be supplemented by building-specific CERP annexes within each Building-Level Emergency Response Plan. Building-level annexes must include venue-specific response protocols for all athletic facilities and off-site events, identifying AED locations, access routes, and trained personnel coverage.

POLICY STATEMENT

Romulus Central School will maintain a district-wide CERP aligned with the American Heart Association's (AHA) evidence-based core elements. The plan shall be reviewed annually by the Romulus Central School Safety Team and approved by the Board of Education. Each building shall develop and maintain a venue-specific CERP annex that conforms to the standards established in this section and follows the NYSED functional annex format requirements for Building-Level Emergency Response Plans.

CORE COMPONENTS

- **Cardiac Emergency Response Team (CERT):** Minimum of 5 trained responders or 10% of building staff, whichever is greater. Roles may include CPR provider, AED retriever, 911 caller, EMS liaison, and crowd control.
- **CPR/AED Training Requirements:** The district-wide school safety team may provide first aid, CPR, and AED training for relevant staff, including members of building-level emergency response teams.
- **AED Placement and Maintenance:** AEDs located to allow retrieval and deployment within 3 minutes from any location on campus; clearly marked, unlocked during events, maintained per manufacturer guidelines; maintenance and inspection logs kept at each building with the building Nurses.
- **Communication Protocols:** Internal – CERT activation and role assignments; External – Immediate EMS activation (call 911) and coordination with responding agencies.

- **Practice Drills:** At least one annual CERP drill per building, including AED retrieval and CPR initiation and measurement of time from collapse recognition to AED application, with a goal of 3 minutes or less; drill reviews documented in after-action reports.
- **Continuous Improvement:** Annual review of the plan and post-incident/debrief updates to procedures. An after-action report will be completed within 24 hours of any cardiac emergency or drill and forwarded to the Safety Team for review and follow-up actions.

EMS Coordination

TheRomulus Central School Safety Team and building administrators will coordinate with local EMS to integrate CERP procedures into community responder protocols, including site orientation and AED location information. This coordination will occur at least annually and will include sharing updated AED maps, site access points, and any changes in CERT composition or building layout.

Recordkeeping and Reporting

CPR/AED training records will be maintained by Human Resources. AED maintenance records will be maintained by the School Health Office and Facilities. Drill and incident documentation will be retained by the School Health Office and forwarded to the Safety Team.

Appendix E

Recognizing Sudden Cardiac Arrest (SCA)

Definition

Sudden cardiac arrest is a **life-threatening condition** where the heart suddenly and unexpectedly stops beating. This leads to loss of blood flow to the brain and vital organs. Without immediate CPR and defibrillation, death can occur within minutes. Call 911 and activate Cardiac Emergency Response Plan.

Sign/Symptom	Description	Notes
Sudden collapse	The person falls to the ground without warning.	Often the **first and most obvious sign**; may occur during or after physical activity, or at rest.
Unresponsiveness	No response to shouting or tapping on the shoulders.	Check for responsiveness **immediately** upon collapse.
No normal breathing / only gasping	Breathing may be absent, irregular, or limited to **agonal gasps** (abnormal, gasping breaths).	agonal gasps are **not normal breathing**.
No pulse	No heartbeat detectable by trained responders.	Lay rescuers focus on "no breathing or only gasping" to trigger CPR; trained personnel also check pulse.
Seizure-like activity	Brief, involuntary movements may occur during the first seconds of arrest.	This can be mistaken for a seizure; check breathing and responsiveness.
Sudden collapse during exertion	Especially concerning in athletes or during physical activity.	NYSED sports-related SCA guidance emphasizes this scenario.
Pale or bluish skin	Skin may appear ashen, cool, or cyanotic (blue lips/fingertips).	Caused by lack of oxygenated blood circulation.