

[Name of Organization] Year_____ Timeline]

[Insert Organizational Priority, for example: Priority – Safe School Environment]

I.A - Plan, Implement, and Evaluate the Cardiac Emergency Response Plan (CERP)

The Cardiac Emergency Response Team will complete the following action steps within the designated timeline to carry out

[Organization Name] Cardiac Emergency Action Plan

Action Steps	Staff Leader(s)	July	August	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June
Meetings			x	x	x	x	x	x	x	x	x	x	x
I.A.1		x											
I.A.2													
I.A.3		x											
I.A.4		x											
I.A.5			x										
I.A.6			x										
I.A.7			x			x				x			
I.A.8													
I.A.9				x				x					
I.A.10					x					x			
I.A.11			x										
I.A.12													x

Key

Use this as a working document to plan ahead and monitor the implementation of the CERP.

Write the name of the staff leader(s) who will facilitate the implementation of each action step by the due date(s).

Each x indicates the month each action step is due. Replace each x with a specific date as they become known.

Add new dates as needed (for example Action I.A.8 will need to be addressed throughout the school year).

Highlight cells each month to indicate action steps have been completed.

Support staff leaders to complete action steps by each due date as needed.



Cardiac Emergency Response Plan