**School Implementation Toolkit**

**Sample Cardiac Emergency Response (CERP) Action Steps**

* Adapt action step examples (below) to fit your school’s format
  + Include the action steps in alignment with the appropriate priority/goal of the School District’s Strategic/Master Plan and the school’s School Improvement Plan
    - Ex. Safe School Environment
  + Include the action steps under the appropriate school priority subheading
    - Plan, Implement, and Evaluate the Cardiac Emergency Response Plan (CERP)
* Include in each step: the person/group (title) responsible, the action, the alignment to the CERP, and the timeline

**Sample**

Priority I – Safe School Environment

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

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| --- | --- | --- | --- | --- |
| **#** | **Person/Group Responsible** | **Action** | **Align. To CERP** | **Recommended**  **Dates** |
| 1 | Administrator,  CERT Coordinator | Select and identify the Cardiac Emergency Response Team (CERT) members | 1.a, 1.b | July |
| 2 | Faculty, Staff, CERT | Activate the CERT during an identified cardiac emergency | 2.a-b,  8 | As needed |
| 3 | CERT Member | Ensure the minimum number of AEDs on the school campus, according to CERP 1.a | 3.a.1-3, 3.c | July |
| 4 | CERT Member | Check and maintain each AED | 3.b | Start July [insert additional dates based on operating manuals] |
| 5 | CERT Member | Post the School Cardiac Emergency Response Protocol throughout the school | 4.a.1-6 | August |
| 6 | Administrator or  CERT Member | Distribute the School Cardiac Emergency Response Protocol to staff | 4.b.1-2 | August [opening week PD],  As updated |
| 7 | Athletic Director, CERT Member | Distribute the School Cardiac Emergency Response Protocol to coaches at the start of each season and to applicable advisors at the start of each activity | 4.b.3 | Seasons [August, November, March], Activities [as needed],  As updated |
| 8 | Office Staff/Administrator | Collect signatures of representatives of organizations using the school acknowledging receipt of CERP after it’s provided | 4.d | As needed |
| 9 | Certified Instructor (District or School Staff) | Provide CPR/AED training/renewal for the entire CERT plus (#) staff, (#) coaches, and (#) physical education staff | 5.a.1-3,  1.c-d | September,  January |
| 10 | Administrator and  CERT | Implement at least two Cardiac Emergency Response Drills | 5.b,  4.c | October,  March |
| 11 | CERT Member | Coordinate with and provide an updated copy of the CERP to the local emergency response agencies | 6.a-c | August,  As needed |
| 12 | CERT | Submit the completed annual CERP evaluation to administration for the School Improvement Plan documentation | 7.a-c | June |