

F.C. Reed Middle School

Cardiac Emergency Response Plan (CERP)

Purpose

This Cardiac Emergency Response Plan (CERP) is developed to comply with Michigan Public Act 36 of 2024. It outlines the procedures and responsibilities for responding to a cardiac emergency in a school building.

Emergency Procedures

In the event a building occupant (student, staff, or visitor) collapses on school property, the following steps must be taken:

Staff Response

- Call/communicate need for Emergency Response Team
- Call 911
- Confirm location/status of victim
- Initiate CPR if needed and if trained, while AED is brought to the scene

Emergency Response Team (CERT)

- Bring AED to the location of the emergency (if building is equipped with one)
- Trained staff respond with AED
- Move other occupants away from the emergency scene
- Assess victim (circulation, airway, breathing); do not move victim unless necessary
- Initiate CPR if needed
- Prepare and use AED following all instructions and prompts
- If no AED is available, continue CPR as trained
- Follow up with Administration

Main Office Responsibilities

- Call 911 (if not already done)
- Confirm location/status of victim
- Assign a staff member to direct emergency crews
- Ensure Emergency Response Team is activated
- Notify emergency contact (parent, spouse, guardian)
- Notify staff when area is cleared for return
- File accident and workman's compensation reports if applicable
- Notify Superintendent's office if warranted

AED Maintenance

The building's AED equipment will follow manufacturer-prescribed maintenance procedures. Documentation of maintenance actions will be kept in a location designated by the administrator.

Cardiac Emergency Response Team (CERT)

The CERT will consist of at least five (5) staff members per building trained in CPR and AED use. Training will follow AHA or Red Cross guidelines. Records of training will be kept in the main office.

Annual Training and Drills

Each school building will conduct at least one annual cardiac emergency response drill. This drill will simulate a real-life cardiac emergency and evaluate the readiness of the CERT. Documentation of the drill will be maintained.

Post-Event Review

Following a cardiac emergency, the CERT will meet with building administration to review the response and identify areas for improvement. A written summary of the debrief will be maintained in the school office.

Emergency Contact Information

Prior to EMS arrival, staff should obtain the victim's emergency contact information from school records if available.

CERT Member List (2025-2026)

Name	Position/Role
John Truesdell	Building Principal
Beth Jones	Building Secretary
Jill Norris	Paraprofessional
Emma Hughes	School Counselor
Angie Cooper	School Social Worker