

# Cardiac Emergency Response Plan (CERP)

## Michigan Template for Schools

**Introduction:** The foundation of this CERP document was the plan created by *Michigan Alliance for Prevention of Sudden Cardiac Death of the Young (MAP-SCDY) of the MI Department of Health & Human Services (MDHHS), June 2014*. Current updates are based on evidence-based and/or expert opinion documents from: MI HEARTSafe School (**MHSS**) Award Program plans & protocols, nationally recognized guidelines – (e.g.: Project ADAM, American Heart Association, and others) and recommendations from members of the MI Alliance for Prevention of Sudden Cardiac Death in the Young (MAPSCDY) of the MI Department of Health and Human Services. It was developed to assist Michigan schools by providing a template of a written cardiac emergency response plan (CERP) that they can utilize and adapt for their purposes.

This plan addresses the elements of Michigan legislation through 2024 and MI HEARTSafe School application criteria through 5/2025. All items stated as “required” are based on requirements for MI HEARTSafe School (**MHSS**) Award Program criteria. While it will be stated that some items “should” or “must” be done since following the plan provides the right things for schools to do for safety, they are NOT legal requirements. *Abbreviation **MHSS** will be used to indicate items required for designation by the MI HEARTSafe School program.*

This document should be reviewed by the appropriate legal counsel for the school. It is the responsibility of the school’s legal counsel to ensure that the approved written cardiac emergency response plan is aligned with Michigan legislation. This CERP does not establish a legal standard of care and deviation from the concepts described in this CERP does not indicate or imply that a school is operating below a reasonable level of conduct. Schools using this CERP are solely responsible for implementing and operating their cardiac emergency response program in a manner that reasonably complies with this CERP.

### **Documents include:**

1. The **CERP** which addresses full policy
  - a. ideally a CERP is completed for each school
  - b. in some cases, a district-wide document may be created elements common across a district. The document must be onsite at each school with their specifications (address, CERT members, verifications of actions, etc.)– and each school (entity) must have their own CERP Protocol(s).
2. The **CERP Protocol** emergency incident action plan and supportive information  
These are to be completed specifically for each school, athletic facility, etc. separately
3. Appendix documents for reference in CERP preparation.
  - a. These include some samples of documents that can be used for tracking elements of the CERP (AEDs, training/education, CERT members, etc.)
  - b. These sample documents are not required if alternative options are preferred by the school for maintaining records.
4. School notes about completing recommendations or verification of compliance with **MHSS** requirements should be entered on the CERP (including dates where needed) and initialed by the person completing this form.



# Cardiac Emergency Response Plan (CERP)

Date:

Name of School/District:

School Address:

Nearest cross street:

School Phone Numbers (school hours and after school hours numbers– other numbers as needed):

CERT Coordinator:

Heart Safe Contacts: MDHHS-MI HEARTSafe School [MDHHS-MI-HeartSafe@michigan.gov](mailto:MDHHS-MI-HeartSafe@michigan.gov)  
Project ADAM Coordinator [projectadam@med.umich.edu](mailto:projectadam@med.umich.edu); Other heart safe contacts:

Local contact for: EMS Coordinator  
Police Department  
Fire Department

Name and contact of person(s) completing this CERP form:

## GENERAL PRINCIPLES OF THIS CARDIAC EMERGENCY RESPONSE PLAN

### **Purpose & Development of CERP**

1. **PURPOSE:** This document supports the creation of a school/district policy and procedure for preparing and responding to cardiac emergencies. This document should be adapted to fit the needs of your building and grounds and provides detailed guidance for responding to sudden cardiac arrest (SCA) through a Cardiac Emergency Response Plan (CERP). This plan outlines Cardiac Emergency Response Teams (CERTs), AED maintenance and locations, CERP protocol (your onsite emergency action plan (s)) and related staff training.
2. If your school has a Medical Emergency Response Team (MERT), collaboration with them for the CERP and CERP Protocol is suggested.
3. A copy/copies of your CERP protocol(s) should accompany the CERP and both should be available to school leaders and others as mentioned in this document.
  - a) CERP Protocol for after-hours events including athletic events at campus athletic facilities should be available (**See CERP Protocol document template associated with this CERP document – customize as needed for each site**)- Include:
    - i. CERP Protocol plan for after-hours school sponsored events –
    - ii. CERP Protocols for each athletic or other facility outside of main building. For



schools with athletic facilities, can list locations that have CERP Protocols (can indicate that all athletic facilities have them): \_\_\_\_\_

- b) Creation of CERP Protocols can also be considered for student activities that go off-campus (athletics, field trips, etc.)
- c) Annual Review and Evaluation - Conduct an annual internal review of the school's Cardiac Emergency Response Plan (CERP) and CERP Protocol(s). The annual review should focus on ways to improve the response process and result in any necessary updates/revisions to the plan. **MHSS** requirement \_\_\_\_\_
- d) This review should include evaluation of any AED Incident Report Forms created since the last review date to assess for necessary improvements. See section: Post emergency response incident preparation

### **Cardiac Emergency Response Plan (CERP) Personnel:**

3. All school personnel are included in the CERP - as with all safety plans, all school personnel must know their role in a response to a potential sudden cardiac arrest. Response to MI Public Act 36 of 2024/HB 5527
  - a) All school personnel must receive an introduction to CPR/AED and first aid training (the extent of which is determined by the school/district administration) and all-staff CERP education. This is addressed in the section on Training in Sudden Cardiac Arrest (SCA), CPR, and AED Use
  - b) Since all school personnel are members of the CERP, they are offered the "Good Samaritan" protections specified in MI Public Act 36 of 2024/HB 5527.

### **Cardiac Emergency Response Team (CERT) and Coordinator**

4. Designate one person as the Cardiac Emergency Response Team Coordinator who oversees team program activities, training, education, and evaluation. Name and contact (phone & email) of CERT Coordinator should be listed at the beginning of the CERP.
  - a) CERT Coordinator should review the CERP and CERP Protocol document templates, the associated the appendix documents, and any other resources associated with CERP planning.
5. Collaboration between the CERT and, if possible, with the school's Medical Emergency Response Team (MERT) is suggested.
6. The CERT coordinator should set up a process approved by school leaders for verifying and tracking equipment readiness and maintenance. (see AED section)
7. Identify CERT membership - must be sufficient to respond to an emergency during school hours AND during school-sponsored after-school activities and sports held on school property. **MHSS** requirement – verify compliance \_\_\_\_\_  
CERT is recommended to be 10% of staff or at least 5 people who can step away from tasks when CERT response is activated. May include: School Nurses, Certified Athletic Trainers, Coaches, School Resource Officer, School Administrators, Physical Education Teacher, Health Education Teacher, Maintenance staff, Medical Emergency Response Team, and



others.

- a) All individuals on CERT must have the all-staff education plus CERT members must have current CPR/AED certification in accordance with an organization on the list approved by MI Department of Education \*Qualifying CPR/AED courses can be found on the [MDE Approved CPR/AED and First Aid Providers website](#).
  - b) Complete attached chart for names and data regarding CERT (**see sample Appendix: Cardiac Emergency Response Team Members**)
8. Activation of CERT – method to initiate a response must be addressed in the CERP Protocol part of this CERP.
- a) Those who witness a potential SCA/emergency situation should be empowered to promptly call 9-1-1, activate the CERT, alert the school office, and to begin CPR and access AED.
  - b) The office has a method to inform staff and students of an emergency (e.g.: “Code AED – use of PA system, two-way radio, intercom etc.): and prepare to direct EMS to the location of the sudden cardiac arrest (SCA). School notes \_\_\_\_\_

### **Automated External Defibrillators (AEDs) – Placement, Installation and Maintenance**

9. Minimum recommended number of AEDs for schools include inside the building and outside the building:
- a) *Inside the building* – The number of AEDs shall be sufficient to enable a person to retrieve an AED and deliver it to any location within the building, ideally within 3 minutes of being notified of a possible cardiac emergency. AED should be clearly marked and accessible.
  - b) *Outside the building* - The number of AEDs, either stationary or in the possession of an on-site athletic trainer, coach, or other qualified person, shall be sufficient to enable the delivery of an AED to any location outside of the building including any venue, athletic field, or other space on school grounds, ideally within 3 minutes of being notified of a possible cardiac emergency. AED should be clearly marked and accessible.
10. Regularly check and maintain each AED according to plan established by CERT Coordinator and in accordance with the AED’s operating manual (check pads and battery). Maintain a log of the maintenance activity including periods of time where the building or location will not be used for long periods of time, such as summer months when school is not in session. Removal of AEDs from their location during periods of non-use is **not** recommended.
11. Additional Resuscitation Equipment: A resuscitation kit shall be connected to the AED carry case. The kit shall contain latex-free gloves, razor, scissors, towel, antiseptic wipes, a CPR barrier mask, and consider an extra set of AED pads. Consider storing other medical equipment with the AED or kit such as Naloxone and Epinephrine autoinjector.
12. AEDs should never be locked in an office. They should be stored in locations that are visible and always easily and quickly accessible. School notes: \_\_\_\_\_
13. AEDs shall be accessible for responding to a cardiac emergency during day and night activities (e.g., sports, clubs, music, etc. activities) and after-hours activities (e.g., after-school activities) in accordance with this CERP. School notes: \_\_\_\_\_
14. Each AED should have at least one set of unexpired, sealed AED pads with the device.



15. Signage: All AEDs mounted on walls should have clear AED signage to be easily identified. These should be visible from the normal path of travel – a projecting 3-dimensional sign mounted above AED is recommended.
16. Recommend removing warning "for professional use only" on AED cabinets as AEDs provide instructions for use.
17. Locations of the AEDs are to be listed in the CERP Protocol with Building Location Information, AED locations, and maps (if possible).
18. Resources about AEDs –Sample chart for AED locations and maintenance checks (**Appendix: Location of AEDs and Maintenance Check Record**)– recommended unless alternative record of checks is available
  - a) Maps of school floor plan with AED locations designated recommended– if available

In accordance with above recommendations, **MHSS** requirements include having a sufficient number of accessible, properly maintained and inspected AEDs, ready to use, with signs identifying AED locations. **MHSS** compliance \_\_\_\_\_

**Communication of CERP Protocol**

19. The CERP protocol (**see sample CERP Protocol**) should be distributed to all school personnel and administrators at the start of each year (or school year) and to new orientees, with updates distributed when made. School notes: \_\_\_\_\_
20. All personnel should be educated on CERP Protocol with the other content of the all-staff education as noted in the section: Training in Sudden Cardiac Arrest (SCA), CPR, and AED Use
21. Sign/poster detailing the CERP Protocol should be posted adjacent to each AED.
  - a) Additional signs may be placed in strategic places such as in or near classrooms, cafeteria, public telephones, gym, swimming pool, locations of athletic events including outdoor physical education and sporting facilities, auditorium, and other spaces as determined by CERT and also attached to portable AEDs.
22. A copy of this CERP Protocol shall be provided to any organization that uses the school for any purpose as noted in the section on CERP Protocol for Groups Using School Property

**Training in Sudden Cardiac Arrest (SCA), CPR, and AED Use**

23. Personnel and Other Certification and Training
  - a) For **MHSS** requirements: At least 10% of full-time equivalent staff, 50% of K-8 coaches (including 100% of K-8 head coaches), 100% of high school coaches, and 100% of physical education (P.E.) staff must have completed a CPR/AED certification. CERT members must be CPR certified (can be included within the 10% of staff on CERT). Qualifying CPR/AED courses are listed on the MDE’s website [MDE Approved CPR/AED and First Aid Providers website](#). Certification must be completed every two years. **MHSS** requirement compliance for all areas that apply to your school \_\_\_\_\_

(For tracking certification of those who are not CERT members, see **sample Appendix: CPR Certification...beyond CERT members**)

- b) For MI High School Athletic Association (MHSAA) – all head coaches for grades 6 -12 should be CPR/AED certified. Confirm: yes  no  n/a



- c) MI Public Act 37 of 2024/HB 5528 states that all high school coaches should be certified in CPR/AED.
  - d) Michigan State Law (Public Act 388 of 2016) requires schools to include CPR/AED instruction in their 7th-12th grade curriculum with CPR as a high school graduation requirement. Notes if applicable \_\_\_\_\_
  - e) The school or organization should designate the person responsible for coordinating staff certification and training and any medical contacts involved. List these contacts \_\_\_\_\_
24. All-staff education should be available annually. All staff and appropriate volunteers, regardless of whether they are a CERT member, may receive annual training for CPR, AED and first aid strategies. Include as many other people as possible (staff, faculty, coaches, volunteers, students, parents, etc.- staff: an individual who is hired for, any full-time or part-time employment or who is assigned to regularly and continuously work under contract in any of its schools.) who can receive additional CPR/AED education and awareness of the plan. Training may be traditional classroom, on-line, or blended but should include cognitive learning. The extent of education is up to the school and leaders will want to consider meeting CPR/AED certification requirements for **MHSS** designation. School notes about all-staff education: \_\_\_\_\_  
 For hands-only CPR and AED experience, actual compression practice and AED exposure are recommended to the extent possible. Optional but if offered verify here \_\_\_\_\_
25. All-staff (faculty, custodial, administrative, food service, etc.) education should include:
- a) Recognizing the signs of a cardiac emergency that is or may become a SCA
  - b) CERP Protocol – staff must be informed of essential immediate actions when a sudden cardiac arrest is suspected: call for help, start CPR, and retrieve an AED.
  - c) How to activate the Cardiac Emergency Response Team (CERT) and call 911
  - d) Location of AEDs
  - e) New staff members should receive the CERP protocol in their orientation materials.
  - f) First aid strategies may be included (overdose, seizures, heart attack, anaphylaxis, etc. that may be associated with SCA response)
- School notes about all-staff education delivery \_\_\_\_\_

**Local Emergency Medical Services (EMS) Integration with the School Plan**

- 26. Provide a copy of this Cardiac Emergency Response Plan to local emergency response and dispatch agencies (e.g., the 9-1-1 response system), including EMS Coordinator and contacts for local police department and fire department (listed at beginning of CERP).
  - a. (sample letter for EMS: <https://projectadam.com/ProjectADAM/School-Manual-Docs/Project-ADAM PDF Letter-to-EMS 0925.pdf>)
- 27. The development and implementation of the CERP should be coordinated with the local EMS Agency, organization safety officials, on-site first responders, administrators, organizational leadership, athletic trainers, school nurses, and other members of the school or community medical team.
- 28. Work with local emergency response agencies to 1) coordinate this Plan with the local emergency response system and 2) to inform local emergency response system of the number and location of on-site AEDs.



School notes about integration with EMS/others \_\_\_\_\_

### **Conduct Practice Drills – Annual Exercise Simulations**

29. Cardiac Emergency Response Drills are an essential component of this CERP – to practice recognizing the SCA, communications, CPR skills, AED use and effectively responding. The school should perform at least one successful drill each year (two or more are recommended and additional ones at athletic fields, playgrounds, etc.). **An appendix about conducting drills is available.**

- a. CERT members are to be involved with the participation of staff, safety officials and other potential responders.
- b. A successful Cardiac Emergency Response Drill is defined as full and successful completion of the response with CPR and AED within 5 minutes or less.
- c. A sample drill checklist (**included as an appendix and available from Project ADAM Michigan**) can be utilized.
- d. At the conclusion of the drill, a debrief is to be done to evaluate opportunities for improvement.
- e. Review of communication method used to activate CERP Protocol is included in drill with staff (ie PA system, two-way radio, intercom etc). Communication method:  
\_\_\_\_\_

At least 1 drill/year is required for **MHSS** designation – verify with date(s): \_\_\_\_\_

30. Involving EMS in a drill is recommended. EMS Coordinator contact at beginning of CERP. School notes about EMS involvement: yes or no \_\_\_\_\_

31. A demonstration drill (a tabletop exercise with all the staff and CERP team members present) may also be done in addition to the above drill. School note if done \_\_\_\_\_

### **Student/Crowd Control Planning**

32. Establish a plan for student body control during an emergency – determine if plan includes lockdown and staff assignments to back up staff involved in the CERT and other responders. School notes if plan and staffing assignments have been made \_\_\_\_\_

33. Create plans for crowd control for events outside of usual school-day activities so CERT members are aware of their role to establish crowd control. School notes \_\_\_\_\_

### **CERP Protocol for Groups Using School Property**

34. It is suggested that for groups using the school property, the building use agreement, Memorandum of Understanding (MOU) or other school-use agreement document should include a copy of the CERP Protocol, the school address, location of AED closest to the area that will be used, and recommendation that someone in the party knows CPR (at least hands-only CPR).

- a. The building use agreement signed by person/organization using the school should acknowledge receipt of the above information and can be retained by the school. (sample document: [https://projectadam.com/ProjectADAM/School-Manual-Docs/Project-ADAM\\_PDF\\_Letter-to-Facility-Users\\_0925.pdf](https://projectadam.com/ProjectADAM/School-Manual-Docs/Project-ADAM_PDF_Letter-to-Facility-Users_0925.pdf))



b. School Notes:

---

**Athletics in the CERP (for schools with high school athletics)**

35. Compliance with applicable MHSAA policies: a) all athletic pre-participation screening is completed using the most recent MHSAA form; b) the school has emergency action plans for all high school varsity and sub-varsity teams specific to their practice and contest locations (MHSAA policy adopted in 2024-2025). See MHSAA's *Emergency Action Plan Resources*. Required by **MHSS**- Verify compliance or indicate not applicable (NA) \_\_\_\_\_
36. Creation of CERP Protocol plans for each athletic facility on the campus is recommended as indicated in Purpose & Development part of this CERP document.

**Post emergency response incident preparation**

37. Administrators/CERT leader/office staff - plan post-incident communication pieces–
- a. notification of victim's family and accompanying victim to hospital with EMS
  - b. notify school district level administration and risk management
  - c. notifying the school of an all-clear after the incident when staff and students can resume normal activities
38. Have a plan to arrange for AED maintenance and pad replacement
39. Complete cardiac emergency (CPR/AED) report form and return to Project ADAM coordinator (this can be completed even if CPR and AED were not used). See **Appendix 1 for cardiac emergency report form** - included with email distribution for CERP planning. Form also available from and should be submitted to Project ADAM Michigan coordinator – [projectadam@med.umich.edu](mailto:projectadam@med.umich.edu).
40. Plan an event debrief including as many people as possible who were involved in the incident. Reach out to contacts (Project ADAM Michigan [projectadam@med.umich.edu](mailto:projectadam@med.umich.edu) or others) if assistance is needed in conducting a debrief. Document on report form (see sample: [https://projectadam.com/ProjectADAM/Post-SCA-Debrief\\_0524.pdf](https://projectadam.com/ProjectADAM/Post-SCA-Debrief_0524.pdf))

## **References for CERP and CERP Protocol:**

1. American Heart Association. <https://cpr.heart.org/en/training-programs/community-programs/community-resources/school-resources>
2. Ford E, Karabon P, Mann C, Goble M, Fosse G, Swor R. "Characterizing Impact of State Legislation on Cardiac Arrest Outcomes at K-12 Schools." *Circulation*. 2020;142: A233. Nov 2020  
[https://doi.org/10.1161/circ.142.suppl\\_4.233](https://doi.org/10.1161/circ.142.suppl_4.233)
3. Goble M, Avula S, Duquette D, Gillary R, Fosse G, Swor R, Bowers M, Russell M, Cutler N. Sudden cardiac arrest preparedness in Michigan: Partnering with Project ADAM to develop a HEARTSafe Schools state model, *Progress in Pediatric Cardiology*,  
<https://doi.org/10.1016/j.ppedcard.2017.03.002>.
4. Joyner B, Dewan M, Bavare A, de Caen A, DiMaria K, Donofrio-Odman J, Fosse G, Haskell S. et al. Pediatric Basic Life Support: 2025 AHA/AAP Guidelines for CPR and ECC. *Circulation*. 2025;152(suppl 2):S424–S447. DOI: 10.1161/CIR.0000000000001370
5. Malloy-Walton L, Gopinetti L, Thompson A, et al. Assessing Effective Practices and Barriers to Creating School and Community Partnerships for a Sudden Cardiac Death Prevention Program: A National Project ADAM Study. *Children and Schools* Vol 23, Issue 4 2022.  
[Doi.org/10.1016/j.acap.2022.09.023](https://doi.org/10.1016/j.acap.2022.09.023)
6. Project Adam <https://projectadam.com/Heart-safe-schools>
7. MI HEARTSafe Schools - <https://migrc.org/patients-families/mi-heartsafe-schools/> Michigan Department of Health & Human Services (MDHHS)
  - a. Cardiac-Emergency-Response-Plan MHSS 2014 – MI HEARTSafe School/ MDHHS
  - b. Cardiac-Emergency-Response-Protocol MHSS 2014- MI HEARTSafe School/ MDHHS
8. Michigan High School Athletic Association - <https://www.mhsaa.com/>
9. Model Cardiac Emergency Response Plan for Schools 10 Readiness Systems ([readisys.com](http://readisys.com))
10. National Taskforce authors - from Collaborating Organizations (Project ADAM, Parent Heart Watch) and other authors including AHA. *AHA Cardiac Emergency Response Plan and Protocol*. Microsoft Word - 2024 CERP Cardiac Emergency Response Plan and Protocol Updated 102224 2024
11. Rios M, JK Previdi JK, et al. Part 1: Executive Summary: 2025 American Heart Association Guidelines for Cardiopulmonary Resuscitation and Emergency Cardiovascular Care October 2025. *Circulation* 152(16\_suppl\_2) DOI: 10.1161/CIR.0000000000001372
12. Rose K, Goble MM, Berger S, et al (including MAPSCDY of MI Dept HHS, P ADAM, AHA, & others). Cardiac Emergency Response Planning for Schools – A Policy Statement. *NASN School Nurse*. Volume 31, Issue 5. 2016. <https://doi.org/10.1177/1942602X16655839> (plan recommended by AHA)
13. Sherrid MV, Aagaard P, Serrato, S, et al. State Requirements for Automated External Defibrillators in American Schools. *J of American College of Cardiology*. Vo. 69, No. 13, 2017.  
[Http://dx.doi.org/10.1016/j.jacc.2017.01.033](https://dx.doi.org/10.1016/j.jacc.2017.01.033)
14. Sudden Cardiac Arrest Foundation - <https://www.sca-aware.org/>
15. Swor R, Grace H, McGovern H, Weiner M, Walton E. Cardiac Arrests in schools: assessing use of automated external defibrillators (AED) on school campuses. *Resuscitation*, 2013. Doi: 10.1016/j.resuscitation.
16. Vetter V, Griffis H, Dalldorf K, et al (CARES Surveillance Group). Impact of State Laws- CPR Education in High Schools. *JACC* Vo. 79, No. 21, 2022. <https://doi.org/10.1016/j.jacc.2022.03.359>

