Ensure that the school has a written cardiac emergency response plan.

- See “Sample Cardiac Emergency Response Plan” and “Sample Cardiac Emergency Response Flow Chart” documents on the MI HEARTSafe Schools website, under Emergency Response Plan and Drills.
- Review cardiac emergency response plan with all staff at least once per year.

Establish a cardiac emergency response team (CERT).

- Utilize volunteers from a variety of sectors and building locations, including teaching, office, security, coaching and custodial staff. Develop a team that is sufficient regardless of staff absences, out-of-building meetings, and time of day.
- Provide CERT coverage during school hours AND during organized after-school activities and sports.
- Require and support current CPR and AED training of all CERT team members.

Ensure that at least 10% of staff, 50% of coaches, 100% of varsity head coaches, and P.E. staff have completed CPR/AED certification class.

- See “Michigan Department of Education Approved Providers of First Aid and CPR” document on the MI HEARTSafe Schools website, under CPR and AED Training.

Place AEDs in locations that provide accessibility and minimum time to scene of emergency, regardless of location in school or on school grounds.

- Contact your local EMS for assistance. See “State of Michigan Local Control Authorities Directory” on the MI HEARTSafe School website, under Emergency Response Plan and Drills.
- Goal of providing an AED to any person identified as needing emergency care optimally within 3 minutes.
- Place signs identifying AED locations at building entrances and other highly visible locations.
- Maintain and inspect AEDs according to manufacturer’s specifications.

Conduct at least one cardiac emergency response drill per year.

- Focus on identifying signs of sudden cardiac arrest and the American Heart Association’s Chain of Survival: calling 9-1-1 and use of bystander CPR and AED until EMS arrives to provide advanced life support.
- Record date, location of CPR/AED drill, and the time from emergency recognition to placement of AED.

Use current MHSAA preparticipation sports screening forms for all athletes.

- See “MHSAA Sports Screening” section of MI HEARTSafe Schools website.

Complete and submit the MI HEARTSafe School application by May 15th.

- See “MI HEARTSafe School Program” section of MI HEARTSafe Schools Website, bottom of page.