

Cardiac Emergency Action Plan

For

The Berkeley Heights Public School District

Governor Livingston High School

175 Watchung Blvd.

Berkeley Heights, NJ 07922

Columbia Middle School

345 Plainfield Avenue

Berkeley Heights, NJ 07922

School Year 2021-2022

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Introduction

Janet's Law

This Cardiac Emergency Action Plan (CEAP) has been established in response to Janet's Law, in memory of Janet Zilinski, an 11-year old who died of sudden cardiac arrest. "Janet's Law" requires public schools to have automated external defibrillators (AED's) for youth athletic/school events and to establish certain plans relating to sudden cardiac events.

Purpose of Plan

One of the first lines of defense for sudden cardiac events is having a comprehensive, detailed plan to ensure the optimal survival rate. This plan provides information to ensure response to an emergency is rapid, appropriate, controlled and precise. All personnel involved within the school system should have access to this plan at all times. It must be available in written and electronic form on the school district's network.

While activation of this CEAP may be rare, it is vital to ensure proper care and response is taken when a Cardiac Emergency occurs. It is important that this document is updated and reviewed on a yearly basis with all personnel (See Appendix XII). This will provide the best possible care for the whole school community during a sudden cardiac emergency.

Emergency Cardiovascular Care (ECC)

It is important to recognize the need to improve school community cardiac emergency plans of ECC to optimize patient survival. According to the American Heart Association (2000), a systematic, organized, coordinated effort in a community remains the strongest recommendation we can make to save more people from out-of-hospital cardiac arrest.

Chain of Survival: Five Links

The term Chain of Survival provides a useful metaphor for the elements of the ECC systems concept according to the AHA. The five links in the Chain of Survival are:

- Immediate recognition of cardiac arrest and activation of the emergency response system
 - Early identification of the patient's collapse by someone who activates the system, both internal team and external response (911).
 - Ensure scene safety and call over the school's public address system that a cardiac emergency is in effect and give exact location.
 - Ensure the evacuation of the students/bystanders, if any are present, to another classroom/location to ensure proper accessibility of first responders to the scene.
 - Rapid notification of EMS response team (See #3- Instructions for 911 Emergency Communication)
 - Rapid arrival of EMS responders at the scene will be the responsibility of the staff member/personnel assigned to the Main Entrance of the school building.
 - The staff member/personnel must know the layout of the building to ensure arrival of the EMS in a timely manner to the scene.
- Early cardiopulmonary resuscitation (CPR) with an emphasis on chest compressions
 - CPR is most effective when started immediately after the victim's collapse.
 - Minimizing Interruptions during compressions is optimal for survival
 - See Appendix I (Simplified Adult CPR Skills Checklist)
 - See Appendix II (CPR is as easy as C-A-B chart)
 - See Appendix III (HealthCare Provider (BLS) Checklist)
 - CPR/AED Certified Personnel List (See Table of Contents 4)
- Rapid defibrillation (Use of AED)
 - AEDs are computerized, low-maintenance, easy to use medical devices that analyze the victim's rhythm to determine whether a shockable rhythm is present.
 - AEDs should be in an unlocked location with appropriate signage which is accessible during the school day and any other time in which a school-sponsored athletic event or team practice, in which pupils of the district are participating, and is within **reasonable proximity** of the school athletic field, gymnasium or event.
 - Early defibrillation is the key in the Chain of Survival.

- Principal or Designee should assume command and ensure CPR/AED certified personnel are responding with the AED and medical go bag
- See Table of Contents 5 (School Specific Guide)
- See Appendix I (Simplified Adult CPR Skills Checklist)
- See Appendix III (HealthCare Provider (BLS) Checklist)
- Knowledge of coworkers CPR/AED certification in nearby classrooms/offices (See Appendix V)
- See Appendix VIII (AED locations template)
- See Appendix IX (Walking Guide to AED From Main Entrance)
- Effective advanced cardiac life support (ACLS)
 - Ensure the placement of key personnel to guide police, EMT's, and paramedics to the patient.
 - Key Personnel should retain School Building Floor plans (See Table of Contents 5)
- Early Post Resuscitative Care (Hospital Care and Rehabilitation)

Instructions for 911 Emergency Call Procedures

Communication is key to a quick, efficient emergency response.

- Verify your school specific 911 outgoing call system here:
 - Use cell phone and dial 911/Dial 9 for outside number for the 911 Emergency Operator
- Provide information
 - Name, address, telephone number of the caller
 - Nature of emergency (CPR in progress?)
 - Condition of patient (awake/unresponsive)
 - First Aid/Use of AED initiated by personnel
 - **Specific Instructions as needed to locate the emergency scene**

CPR/AED Certified Personnel List

The purpose of this list is to ensure that an adequate number of school personnel have been taught CPR/AED skills to increase the chances of survival of the patient.

- At least five school staff members for each school building in the Berkeley Heights Public School District- Governor Livingston High School and Columbia Middle School, which hold current certifications in CPR/AED.
- Please refer to Appendix IV (CPR/AED Certified Personnel List)
- This list will be available for all staff members to review on the school's network of documents located in the main office.
- This list shall be placed next to the AED locations for easy access.
- The principal or designee shall review the above referenced lists at the monthly staff meetings during the course of the 10-month school year.
- This mandatory agenda item shall be included during those staff meetings and reported in the monthly principal's report.
- This list shall be updated at least annually.

School Specific Guide

School Building Floor Plans must be easily accessible for all school personnel to review on an as-needed basis. In addition, collaboration with the local Police Department (PD) is essential (See Appendix XI). The local PD may be the first to respond to a 911 emergency call.

- The AED locations should be marked in red to ensure easy visibility on the written floor plan.
- A walking guide from the Main Entrance of the building should be available in the main office. See Appendix IX (Walking Guide to AED from Main Entrance)
- A chart with AED's and their locations school-wide should be available for easy viewing in the Directors of Athletics Office. See Appendix VIII.
- AED drills should be done on a yearly basis to evaluate efficiency of cardiac emergency action plans.
 - A district personnel will be assigned to complete the Drill form in order to evaluate the effectiveness of the personnel.
 - The form will be kept on file for review for the next drill.

In the event of an emergency:

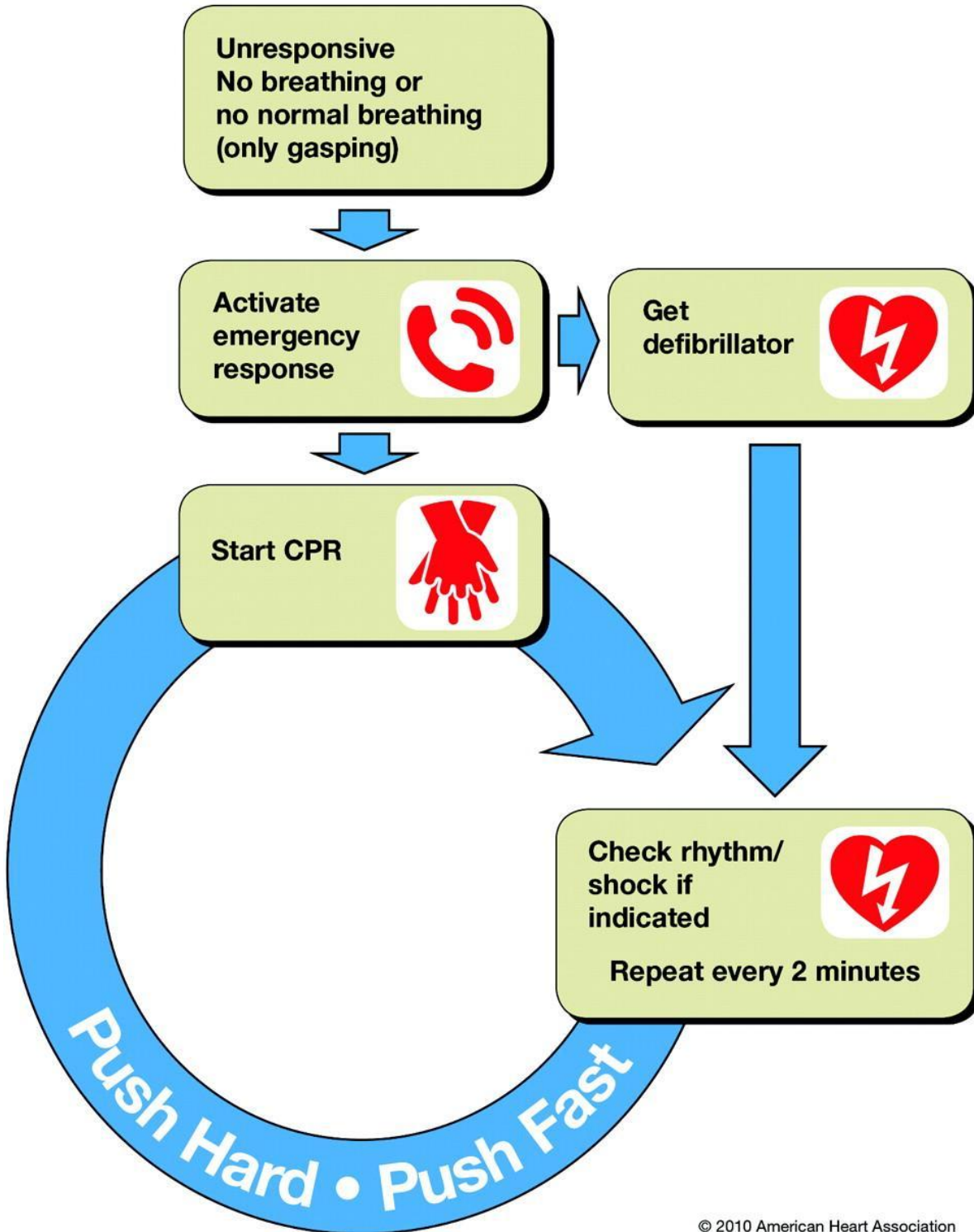
Immediately call 911 and list your location on campus

Follow emergency protocol- call Todd Hirsch's cell phone (973) 479-2392

Get AED- if needed

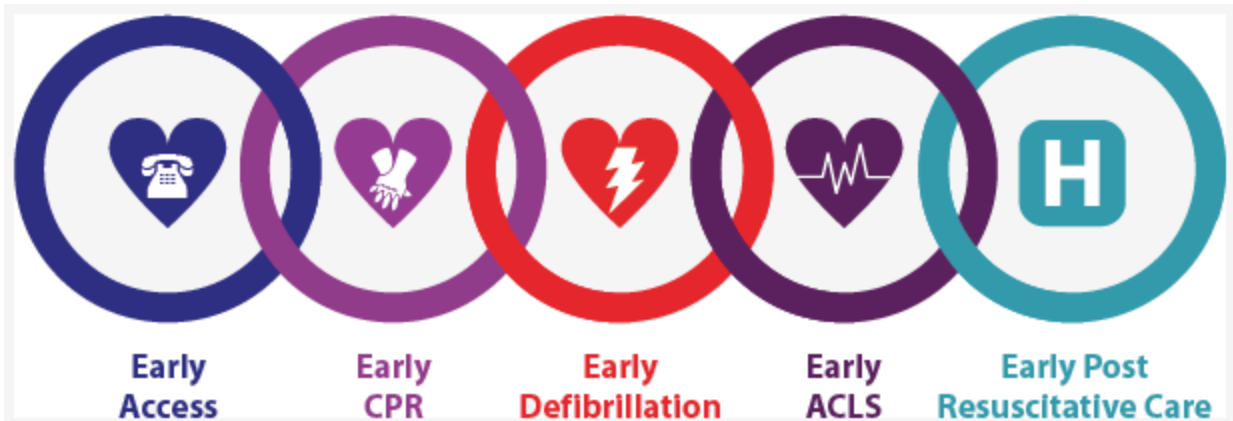
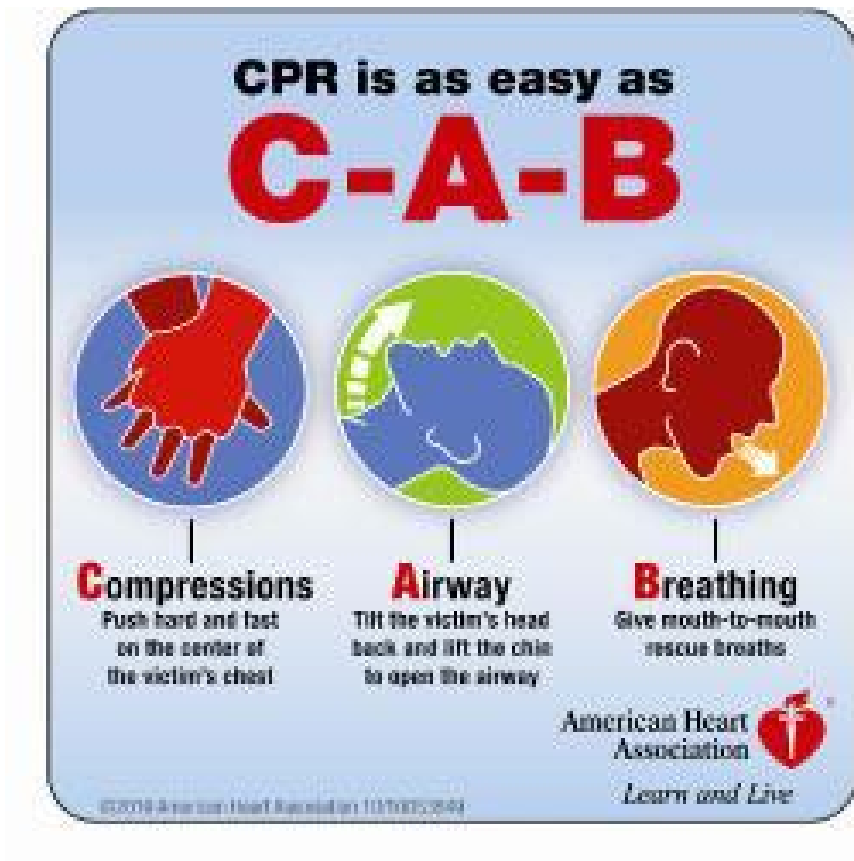
APPENDIX I

Simplified Adult BLS



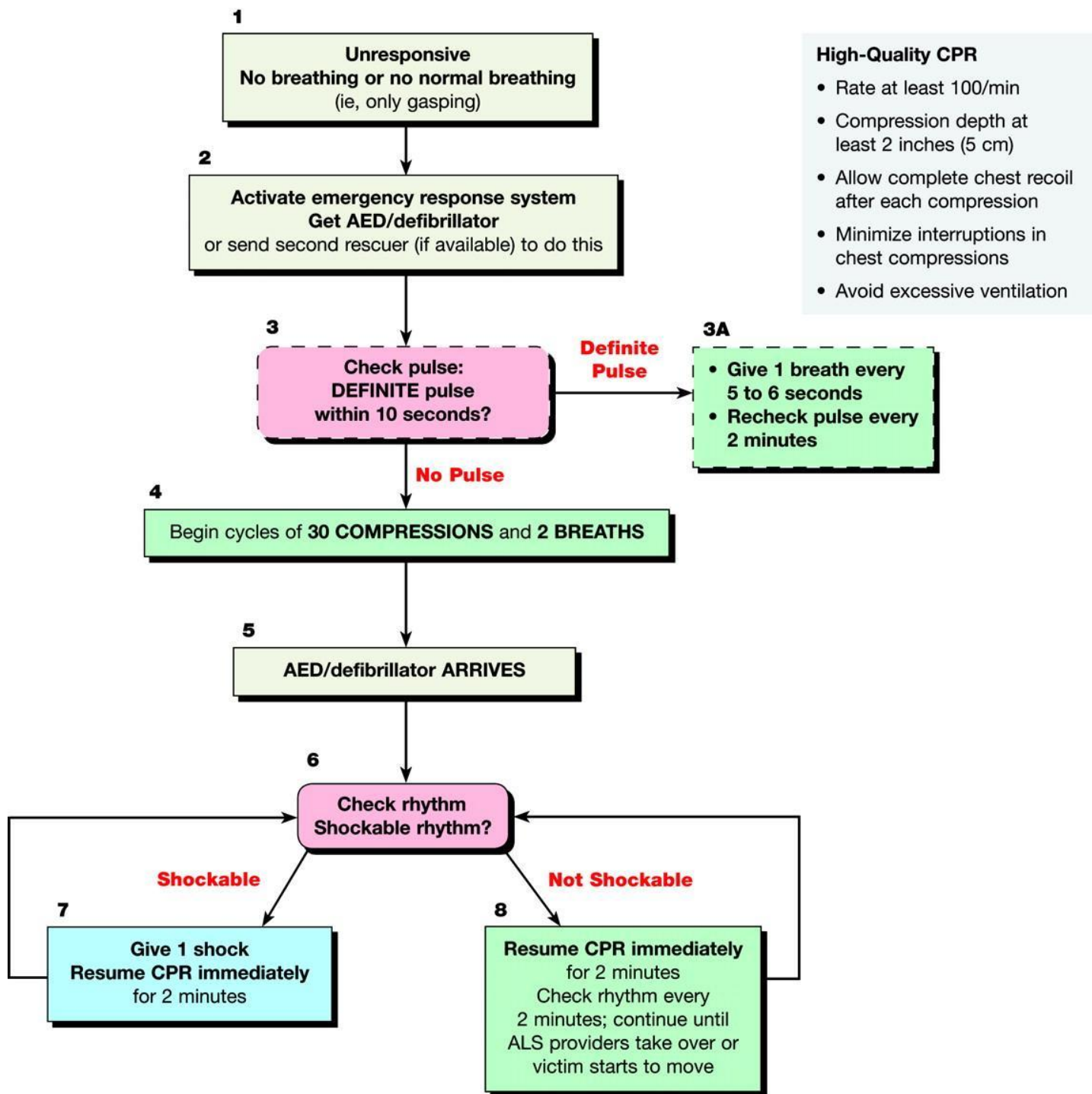
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APPENDIX II



APPENDIX III

Adult BLS Healthcare Providers

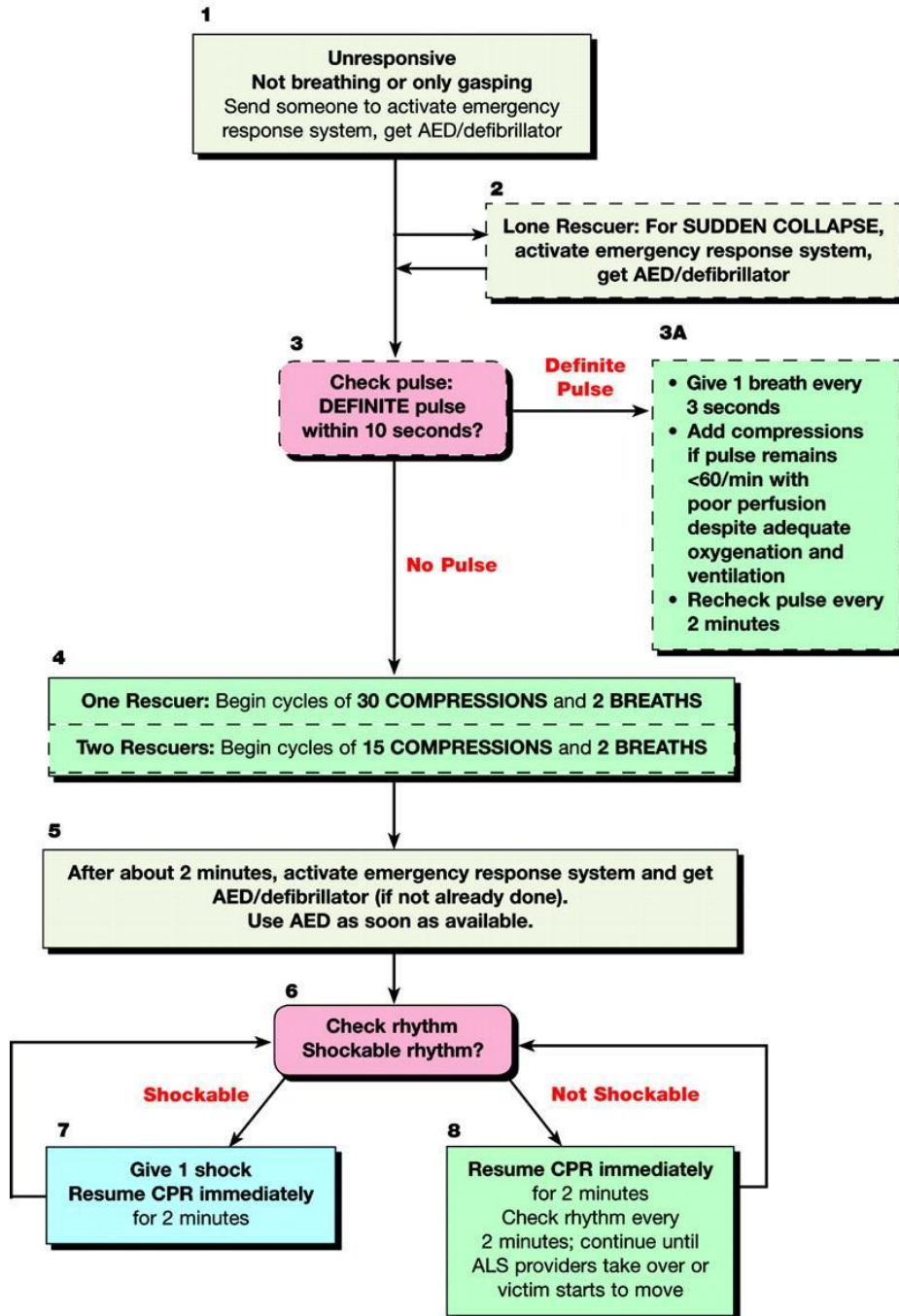


Note: The boxes bordered with dashed lines are performed by healthcare providers and not by lay rescuers

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APPENDIX IV

Pediatric BLS Healthcare Providers



High-Quality CPR

- Rate at least 100/min
- Compression depth to at least 1/3 anterior-posterior diameter of chest, about 1½ inches (4 cm) in infants and 2 inches (5 cm) in children
- Allow complete chest recoil after each compression
- Minimize interruptions in chest compressions
- Avoid excessive ventilation

Note: The boxes bordered with dashed lines are performed by healthcare providers and not by lay rescuers

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APPENDIX V

CPR CERTIFIED PERSONNEL LIST TEMPLATE

NAME	AED/CPR expires	SCHOOL
Todd Hirsch	2/20/22	Governor Livingston
Dan Guyton	8/15/23	Governor Livingston
Lisa Dhaibar	8/15/23	Governor Livingston
Rick Ortega	10/30/22	Governor Livingston
Bruno Somma	8/20/22	Governor Livingston
Jean Ringwood- Nurse	TBD	Governor Livingston
Joseph Voorhees- EMT-B	BLS- 3/2019 and EMS 6/30/21	Governor Livingston
Beryl Roman	8/21/21*	Governor Livingston
Chris Eckert	11/11/21	Governor Livingston
Chris Roof	2/9/22	Governor Livingston
Vincent Gulbin	11/11/21	Columbia Middle School
Susan Prendeville-Nurse	BLS CPR Certified until 9/30/19	Columbia Middle School
Mike Roof	8/15/23	Columbia Middle School
All coaches have current AED/CPR Certifications	Google Drive chart	

**[https://docs.google.com/spreadsheets/d/1ACOfzfo5bZYrVC90_kwac4wIN_OKtQKG_h0yzw6ckwBg/ed
it#gid=410491155](https://docs.google.com/spreadsheets/d/1ACOfzfo5bZYrVC90_kwac4wIN_OKtQKG_h0yzw6ckwBg/edit#gid=410491155)**

Coaching Certifications

**TH- Fall
class-
virtual-
8/15/21 and
inperson
test 8/16/21
\$32.00**

Name	Fundamt of Coaching	Heat Acclimation- complete date	Concussio n in Sports	CPR/AED valid from date	First Aid	NFHS COVID-19 for Coaches and Adminstr ators Course	WSI Certificate/ Notes
<u>Affinito, Christopher- Vol Baseball</u>	<u>Not needed</u>	<u>2/15/2019</u>	<u>2/15/2019</u>	<u>3/9/2019</u>	<u>NJ Police, FirstAid approved by ABC</u>		<u>Volunteer</u>
<u>Alleman, Michael</u>	<u>Not needed</u>	<u>8/8/21</u>	<u>8/8/21</u>	<u>8/21/2019</u>	<u>8/21/2019</u>		<u>Football</u>
<u>Altomare, Matthew</u>	<u>Not needed</u>	<u>11/10/20</u>	<u>11/10/20</u>	<u>11/21/2020</u>	<u>11/21/2020</u>	<u>11/10/2020</u>	<u>American Heart Associatio n- Heartsaver for K-12 Ice Hockey</u>
<u>Brokes, Michael</u>	<u>9/11/2016 blended</u>	<u>8/10/21</u>	<u>8/10/21</u>	<u>8/26/2020</u>	<u>8/26/2020</u>	<u>8/6/2020</u>	<u>Volleyball</u>
<u>Cariello, James</u>	<u>FOC 2-21-2017 F96C042C AB50</u>	<u>2/9/2021</u>	<u>2/9/2021</u>	<u>2/9/2020</u>	<u>2/9/2020</u>	<u>2/9/2021</u>	<u>Volunteer</u>
<u>Cerceri, Micheal</u>	<u>Not needed</u>	<u>8/22/2021</u>	<u>8/22/21</u>	<u>8/15/21</u>	<u>8/15/21</u>	<u>8/22/2021</u>	<u>Football</u>
<u>Chirigliano, Emiliano</u>	<u>8/1/2020</u>	<u>8/4/2021</u>	<u>8/4/21</u>	<u>Need before 8/16/21</u>	<u>Need before 8/16/21</u>	<u>9/11/2020</u>	<u>Boys Soccer and Swimming</u>
<u>Clemente, Lou</u>	<u>Not Needed</u>	<u>3/3/2021</u>	<u>3/3/21</u>	<u>3/14/2021</u>	<u>3/14/2021</u>	<u>3/2/2021</u>	<u>Baseball</u>
<u>Closs, David</u>	<u>Grandfath ered</u>	<u>8/17/2021</u>	<u>08/17/2021</u>	<u>11/16/20 Lifeguard ing/First</u>	<u>11/16/20 Lifeguard ing/First</u>	<u>11/9/20</u>	<u>10/10/2020 Swimmingjg</u>

				<u>Aid/CPR/AED</u>	<u>Aid/CPR/AED</u>		
<u>Collins, Ben</u>	<u>Not Needed</u>	<u>7/25/2021</u>	<u>7/25/2021</u>	<u>8/13/20</u>	<u>8/13/2020</u>	<u>9/9/2020</u>	<u>Football</u>
<u>Coughlin, Chris</u>	<u>9/3/2009</u>	<u>8/9/2021</u>	<u>8/9/2021</u>	<u>8/21/19- will need</u>	<u>8/21/2019- will need</u>	<u>7/22/2020</u>	<u>Cross Country</u> <u>Spring Track</u>
<u>Criscitello, Michael</u>	<u>10/6/2017</u>	<u>7/13/2021</u>	<u>7/12/2021</u>	<u>9/9/20</u>	<u>9/9/20</u>	<u>10/28/20</u>	<u>American Heart Association- Heartsaver for K-12</u> <u>Ice Hockey</u>
<u>DeTore, Kristy</u>	<u>X</u>	<u>7/29/2021</u>	<u>7/24/2021</u>	<u>8/15/21</u>	<u>8/15/21</u>	<u>7/6/2020</u>	<u>Field Hockey</u>
<u>Dhaibar, Lisa</u>	<u>11/8/13</u>	<u>6/14/2021</u>	<u>6/14/2021</u>	<u>8/13/2020</u>	<u>8/13/2020</u>	<u>6/30/2020</u>	<u>Cross Country, Winter Track and Spring Track</u>
<u>Dunkerton, Greg</u>	<u>grandfathered</u>	<u>7/21/2020</u>	<u>8/1/2020</u>	<u>10/6/20</u>	<u>10/6/20</u>	<u>7/23/20</u>	<u>Spring Track</u>
<u>Eckert, Chris</u>	<u>8/13/18</u>	<u>10/13/2020</u>	<u>10/9/2020</u>	<u>11/11/19</u>	<u>11/11/2019</u>	<u>10/14/2020</u>	<u>Girls Basketball</u>
<u>Figueiredo, Briana</u>	<u>Not needed</u>	<u>8/1/2021</u>	<u>8/1/2021</u>	<u>8/21/19- will need</u>	<u>8/21/2019- will need</u>	<u>7/23/2020</u>	<u>GL Fall Cheer Coach</u>
<u>Flynn, Chris</u>	<u>3/5/20</u>	<u>3/25/2021</u>	<u>3/25/21</u>	<u>2/17/20</u> <u>American Heart Association</u>	<u>2/17/20</u> <u>American Heart Association</u>	<u>3/25/21</u>	<u>Volunteer</u>
<u>Fontana Kevin</u>	<u>11/24/12 - F8BF16CA 319A</u>	<u>7/25/2021</u>	<u>7/25/2021</u>	<u>8/13/20</u>	<u>8/13/2020</u>	<u>8/27/2020</u>	<u>Boys Soccer, Boys Basketball and Boys Lacrosse</u>
<u>Gonnelli, Danielle</u>	<u>Not needed</u>	<u>7/29/2021</u>	<u>7/30/21</u>	<u>8/15/21</u>	<u>8/15/21</u>	<u>7/29/2021</u>	<u>Fall Cheer</u>

<u>Griffin, Chloe</u>	<u>4/26/2017</u>	<u>3/19/2021</u>	<u>3/22/21</u>	<u>3/10/21</u>	<u>3/10/2021</u>	<u>3/22/2021</u>	<u>Girls Lacrosse</u>
<u>Guyton, Daniel</u>	<u>Grandfathered</u>	<u>8/4/2021</u>	<u>8/4/2021</u>	<u>8/13/2020</u>	<u>8/13/20</u>	<u>7/27/20</u>	<u>Football, Winter Track, Spring Track</u>
<u>Garrett Hain- Vol Baseball</u>	<u>2/23/2017</u>	<u>2/22/2020</u>	<u>3/5/2021</u>	<u>03/05/2021</u>	<u>2/9/20</u>	<u>3/5/21</u>	<u>Volunteer</u>
<u>Hess, Steven</u>	<u>Not needed</u>	<u>7/28/2021</u>	<u>07/27/2021</u>	<u>Need before 8/16/21</u>	<u>Need before 8/16/21</u>	<u>7/1/2020</u>	<u>American Heart Association Volleyball</u>
<u>Hewett, Ellen</u>	<u>Not needed</u>	<u>10/23/2020</u>	<u>10/23/2020</u>	<u>11/13/20-120 extension</u>	<u>11/13/20-120 extension</u>	<u>10/23/2020</u>	<u>Fencing</u>
<u>Hilaire, Dana</u>	<u>8/16/15 3280F23C 64DA</u>	<u>8/15/21</u>	<u>8/15/2021</u>	<u>2/26/20</u>	<u>8/26/2020</u>	<u>2/28/2021</u>	<u>NJSIAA 3rd season Volleyball</u>
<u>Hilt, Dan</u>	<u>Not needed</u>	<u>10/29/2020</u>	<u>10/29/2020</u>	<u>11/25/2019</u>	<u>11/25/2019</u>	<u>10/30/2020</u>	<u>Wrestling</u>
<u>Hubert, Joe</u>	<u>Not needed</u>	<u>06/24/2019</u>	<u>06/24/2019</u>	<u>6/11/19</u>	<u>6/11/19</u>		<u>Spring Track</u>
<u>Kessler, Daniel</u>	<u>Not needed</u>	<u>7/26/2021</u>	<u>7/26/2021</u>	<u>11/13/2019</u>	<u>11/13/2019</u>	<u>7/26/2021</u>	<u>Boys Soccer</u>
<u>Kogan, Barbra</u>	<u>Not needed</u>	<u>8/11/2021</u>	<u>8/10/2021</u>	<u>8/15/21</u>	<u>8/15/21</u>	<u>8/10/2021</u>	<u>Girls Tennis</u>
<u>Lanigan, Erin</u>	<u>3/24/2019</u>	<u>3/22/2021</u>	<u>3/23/2021</u>	<u>11/11/2020</u>	<u>11/11/2020</u>	<u>3/23/2021</u>	<u>American Heart Association- Heartsaver for K-12 Softball</u>
<u>Leahy, Sharon</u>	<u>Grandfathered</u>	<u>12/6/2020</u>	<u>12/6/2020</u>	<u>3/10/21</u>	<u>3/10/21</u>	<u>12/6/2020</u>	<u>Golf</u>
<u>Lesnewich, Steve</u>	<u>10/1/2009</u>	<u>7/27/21</u>	<u>7/27/21</u>	<u>8/15/21</u>	<u>8/15/21</u>	<u>6/30/2020</u>	<u>Girls Soccer</u>
<u>Loeffler, Chris</u>	<u>Grandfathered-letter from JDayton</u>	<u>10/28/2020</u>	<u>10/28/2020</u>	<u>11/11/19</u>	<u>11/11/2019</u>	<u>10/28/2020</u>	<u>Boys Basketball</u>

	<u>HS</u> <u>2/7/2007</u>						
<u>Mahon, John - Vol</u>		<u>2/18/2021</u>	<u>2/18/2021</u>	<u>2/24/21</u>	<u>2/24/21</u>	<u>2/18/21</u>	<u>Volunteer</u>
<u>Mastroianni Jr., Dominick</u>	<u>10/02/12--31de88098446</u>	<u>10/29/2020</u>	<u>10/29/2020</u>	<u>10/26/2020</u>	<u>10/26/20</u>	<u>10/29/20</u>	<u>Winter Track</u>
<u>Merten, Amanda</u>	<u>Not needed</u>	<u>3/22/2021</u>	<u>3/22/2021</u>	<u>2/8/2021</u>	<u>2/8/21</u>	<u>3/22/21</u>	<u>Softball</u>
<u>Mullman, Jason</u>	<u>No needed</u>	<u>6/23/2021</u>	<u>6/23/2021</u>	<u>2/24/2019</u>	<u>3/6/19</u>	<u>6/29/20</u>	<u>Boys Basketball</u> <u>NFHS 1st Aid/Health and Safety-6/23/21 and American Heart Association- 6/24/21</u>
<u>Ortega, Richard</u>	<u>7/21/09-FOC2780086400</u>	<u>9/28/2020</u>	<u>9/28/2020</u>	<u>10/30/2020</u>	<u>10/30/2020</u>	<u>9/28/2020</u>	<u>Wrestling and Softball</u>
<u>Panchenko, Joey</u>	<u>11/13/15</u>	<u>7/24/2021</u>	<u>7/24/2021</u>	<u>03/10/2021</u>	<u>03/10/2021</u>	<u>06/30/2020</u>	<u>Girls Tennis and Boys Tennis</u>
<u>Politan, Sam</u>	<u>X</u>	<u>3/24/2021</u>	<u>3/24/2021</u>	<u>2/9/2020</u>	<u>02/09/2020</u>	<u>03/24/2021</u>	<u>Volunteer</u>
<u>Provenzano, Mike</u>	<u>3/13/2019</u>	<u>2/5/2021</u>	<u>2/24/2020</u>	<u>3/1/20</u>	<u>3/1/20</u>		<u>Boys Lacrosse</u>
<u>Roman, Beryl</u>	<u>Not needed</u>	<u>10/30/2020</u>	<u>11/19/2019</u>	<u>8/21/19</u>	<u>8/21/19</u>	<u>6/30/20</u>	<u>Fall Site Supervisor, Winter Track and Spring Track</u>
<u>Rago, Matthew</u>	<u>X</u>	<u>3/17/21</u>	<u>3/12/2021</u>	<u>3/6/21</u>	<u>3/6/2021</u>	<u>2/10/2021</u>	<u>Baseball</u>
<u>Riggi, Joseph</u>	<u>Not needed</u>	<u>7/25/2021</u>	<u>7/25/2021</u>	<u>8/13/2020</u>	<u>8/13/2020</u>	<u>7/8/2020</u>	<u>Football</u>
<u>Ritter, Rob</u>	<u>X</u>	<u>7/1/2020</u>	<u>6/30/2020</u>	<u>10/13/2019</u>	<u>10/13/2019</u>	<u>6/30/2020</u>	<u>Girls Basketball</u>

<u>Rochdi, Zakaria</u>	<u>Not needed</u>	<u>7/18/21</u>	<u>7/18/21</u>	<u>11/11/19- will need</u>	<u>11/11/2019 - will need</u>	<u>10/23/2020</u>	<u>Cross Country-B OE pending, Winter Track and Spring Track</u>
<u>Roof, Chris</u>	<u>Grandfathered</u>	<u>2/17/2021</u>	<u>2/16/2021</u>	<u>2/9/20</u>	<u>2/9/20</u>	<u>2/16/21</u>	<u>Baseball</u>
<u>Roof, Michael</u>	<u>9/30/2009</u>	<u>7/24/2021</u>	<u>7/25/2021</u>	<u>8/15/21</u>	<u>8/15/21</u>	<u>7/6/2020</u>	<u>Girls Soccer</u>
<u>Schmidt, Ernie</u>		<u>3/18/2021</u>	<u>3/18/2021</u>	<u>3/18/2021</u>	<u>3/18/2021</u>	<u>3/18/2021</u>	<u>American Heart Certification Volunteer</u>
<u>Scuderi, Carmin</u>	<u>8/7/2013</u>	<u>7/26/2021</u>	<u>7/26/2021</u>	<u>8/13/2020</u>	<u>8/13/2020</u>	<u>7/8/2020</u>	<u>Football, Winter Track and Spring Track</u>
<u>Soares, Stephanie</u>	<u>Not needed</u>	<u>8/2/2021</u>	<u>8/2/2021</u>	<u>4/1/2021</u>	<u>3/30/2021</u>	<u>3/24/2021</u>	<u>Field Hockey- pending approval and Girls Lacrosse</u>
<u>Somma, Bruno</u>	<u>Grandfathered</u>	<u>6/15/2020</u>	<u>6/15/2020</u>	<u>8/20/2020</u>	<u>8/20/2020</u>	<u>6/30/2020</u>	<u>SITE SUPERVISOR</u>
<u>Stickle, Jenna</u>	<u>8/21/2012</u>	<u>7/29/2021</u>	<u>7/29/2021</u>	<u>8/15/21</u>	<u>8/15/21</u>	<u>8/18/20</u>	<u>Girls Soccer</u>
<u>Tracy, Bill</u>	<u>Not needed</u>	<u>8/8/21</u>	<u>08/08/2021</u>	<u>8/13/2020</u>	<u>8/13/2020</u>	<u>7/30/2020</u>	<u>Football, Winter Track and Spring Track</u>
<u>Voight, Douglas</u>	<u>Not needed</u>	<u>02/04/2021</u>	<u>02/03/2021</u>	<u>1/12/2021</u>	<u>1/12/2021</u>	<u>2/3/2021</u>	<u>Boys Lacrosse</u>
<u>Wang, Michael</u>	<u>5/23/2014</u>	<u>09/28/2020</u>	<u>09/28/2020</u>	<u>9/27/2019</u>	<u>9/27/2019</u>	<u>9/28/2020</u>	<u>Fencing</u>

<u>Wells, Jacqueline</u>	<u>Not needed</u>	<u>7/29/2021</u>	<u>7/29/2021</u>	<u>Need before 8/16/21</u>	<u>Need before 8/16/21</u>	<u>8/11/2020</u>	<u>Field Hockey and Girls Lacrosse</u>
<u>Worswick, Kacie</u>	<u>Not needed</u>	<u>3/22/2021</u>	<u>3/22/2021</u>	<u>3/23/21</u>	<u>3/23/2021</u>	<u>3/22/2021</u>	<u>Softball</u>
<u>Worswick, Zachary (Volunteer Winter Coach)</u>	<u>Not needed</u>	<u>8/8/21</u>	<u>8/8/2021</u>	<u>8/21/20</u>	<u>8/21/2020</u>	<u>7/7/2020</u>	<u>Boys Soccer and Girls Basketball</u>
<u>Yezza, Ralph</u>	<u>Not needed</u>	<u>2/24/2021</u>	<u>2/25/21</u>	<u>2/9/20</u>	<u>2/9/2020</u>	<u>3/1/2021</u>	<u>Baseball</u>
<u>Young, Bryan- Vol baseball</u>	<u>Not needed</u>	<u>3/22/21</u>	<u>3/23/21</u>	<u>2/9/20</u>	<u>2/9/20</u>	<u>3/23/21</u>	<u>Volunteer</u>
<u>Hirsch, Todd</u>	NOT NEEDED	<u>Certified Athletic Trainer</u>	<u>Certified Athletic Trainer</u>	<u>Heartsaver Educator 2/20/19</u>	<u>Heartsaver Educator 2/20/19</u>		LETIC TRAI
<u>Columbia Middle School</u>							
<u>Karl, Jason</u>	<u>Not needed</u>	<u>9/7/18</u>	<u>9/11/18</u>	<u>Need before 1st practice</u>	<u>Need before 1st practice</u>		<u>Boys Soccer</u>
<u>Gublin, Vin</u>	<u>8/16/2011</u>	<u>8/14/21</u>	<u>8/14/2021</u>	<u>11/11/19</u>	<u>11/11/2019</u>		<u>Girls Soccer and Boys Basketball</u>
<u>Raymond Jazikoff</u>	<u>Not needed</u>	<u>9/30/20</u>	<u>9/29/20</u>	<u>12/10/19</u>	<u>12/10/19</u>	<u>9/29/20</u>	<u>Wrestling</u>
<u>Roof, Michael</u>	<u>9/30/2009</u>	<u>6/25/2020</u>	<u>6/25/2020</u>	<u>8/15/21</u>	<u>8/15/2021</u>	<u>7/26/2020</u>	<u>Girls Basketball</u>
<u>Figueiredo, Briana</u>	<u>Not needed</u>	<u>8/1/2021</u>	<u>8/1/2021</u>	<u>8/21/19</u>	<u>8/21/2019</u>	<u>7/23/2020</u>	<u>Winter Cheer</u>
<u>Macaluso, Dominick</u>	<u>Not needed</u>	<u>2/11/2021</u>	<u>2/11/2021</u>	<u>2/9/20</u>	<u>2/9/20</u>	<u>2/11/21</u>	<u>Baseball</u>

APPENDIX VI

911-REPORTING FORM

Governor Livingston High School and Columbia Middle School- circle one

Date: ____/____/____

911 called at: _____

Transported to hospital at: _____ am/pm

Name: _____ Address: _____ Telephone: _____

DOB: _____ Employee: _____

Allergies/Medical Conditions:

Medications Taken:

Vital Signs: Temp _____; Pulse _____; Respirations _____; BP _____/_____

Pulse Ox: _____

Level of Consciousness: Oriented to time and place: Yes No

CPR Started: _____ AED USE: _____

Description of Injury/Condition:

Family Notified: YES NO

Treatment: O2 started: Yes No

If yes, How many liters? _____ l/min via nasal cannula or non-rebreather mask

AED attached: Yes No

Other Treatment rendered: _____

School Nurse/Staff Signature: _____

School Phone Number: _____

APPENDIX VII

AED/CPR DRILL USE PROCEDURE CHECK LIST AND TIME LINE	
Date _____ Time _____ Location _____	
Participants _____	
Participants _____	
Patient Collapses	
First Person arrives at the scene (may be first responder-not EMS):	start clock
- Concern for own safety considered?	YES NO
- Patient checked for responsiveness?	YES NO
- Internal call for help in accordance emergency protocol	YES NO
- "Call 911" command given?	YES NO
- Command given to obtain AED?	YES NO
- Command given for crowd control?	YES NO
- Command given to contact First Responder?	YES NO
Time of 911 Call _____ am pm	
- Description of victim's status given to operator?	YES NO
- Individual sends someone for help?	YES NO
- Individual instructs someone to meet EMS?	YES NO
- Documented emergency protocols followed (Note taking)?	YES NO
Time of First Responder arrives at scene	
- Concern for own safety considered?	YES NO
- Patient checked for responsiveness?	YES NO
- "Call 911" and AED commands confirmed?	YES NO
Time of AED command	
- Patient responsiveness and breathing checked?	YES NO
- CPR started and performed correctly?	YES NO
- Documented emergency procedures followed?	YES NO
Time of AED arrival at Scene	
- Clothing properly removed?	YES NO
- Electrodes properly placed?	YES NO
- AED voice prompts followed? (especially do not touch patient)	YES NO
Time of first AED shock	
- AED voice prompts continued to be followed?	YES NO
- Patient placed in recovery position?	YES NO
- Monitoring of patient continued?	YES NO
- Was AED left on?	YES NO
Time of EMS Arrival (Add six (6) minutes to time of 911 call)	
- Were details of event properly conveyed to EMS	YES NO
SHOCK WITHIN 3 MINUTES / EMS WITHIN 7 MINUTES	EXCELLENT
SHOCK WITHIN 5 MINUTES / EMS WITHIN 8 MINUTES	FAIR
SHOCK AFTER 5 MINUTES / EMS AFTER 8 MINUTES	POOR
YES ANSWERS 20-23	HERO
YES ANSWERS 17-19	EXTRAORDINAIRE
YES ANSWERS 12-17	THANKS FOR RESPONDING
YES ANSWERS 6- 12	IMPROVEMENT NEEDED
YES ANSWERS LESS THAN 6	POSSIBLE 2nd PATIENT

APPENDIX X

Post Event Evaluation Form

Quality Assurance Report

Post-Use of an Automated External Defibrillator

This report is to be initiated and completed by the operator of the AED in a rescue situation. It is to be reviewed and signed by the responsible physician. The original is to be kept on file at the _____ Board of Education.

Name of School: _____

Name of AED user (s): _____

Name of Patient: _____

Date of Incident: _____ Time of Incident: _____

Patient Age: _____ Patient Sex: Male Female

Cardiac Arrest: Not Witnessed Witnessed by bystanders Witnessed by operator

CPR Prior to Defibrillation: Attempted Not Attempted

Estimated Time from Arrest to First shock: _____ Number of Shocks Delivered: _____

Comments: _____

Patient Outcome at Incident Site:

- Return of spontaneous circulation
- Return of spontaneous circulation then cessation of spontaneous circulation
- Never achieved return of spontaneous circulation

Name of EMS Responding: _____

Name of EMS Transporting: _____

Name of Facility Patient Transported To: _____

Name of Physician Responsible for AED program: _____

Physician Signature: _____

Signature of Operator: _____

Date Report Submitted: _____

APPENDIX XI

LETTER FOR LOCAL POLICE DEPARTMENT

Date: September 1, 2021

Berkeley Heights Police Department

Attention Chief Jason Massimino

29 Park Avenue

Berkeley Heights, New Jersey 07922

Re: Automated External Defibrillation (AED) Program, Alarm Response and Information Handling.

Dear Chief Massimino:

We have in place an extensive Public Access Defibrillation (PAD) program within the Berkeley Heights Public School District. We have substantially expanded this program as part of our District wide school facilities expansion and emergency preparedness program.

Enclosed please find a listing of all AEDs located throughout the district.

We have installed Cardiac Science AEDs through TEAM LIFE, INC. and Phillips Heartsmart AED's

As always, the level of cooperation between the Berkeley Heights Public School District and the Berkeley Heights Police Department is appreciated. The direct benefactors of this relationship and collaborative AED program are the students, staff and visitors to our schools. Thank you for your assistance in this and other matters of mutual concern.

Sincerely,

Dr. Melissa Varley, Superintendent

Enclosure

APPENDIX XII

DATES OF ANNUAL REVIEW AND/OR REVISION

This Cardiac Emergency Action Plan shall be reviewed annually for any necessary revisions. This document will commence upon board approval of this plan.

8/31/21	Robert Nixon, Principal
8/31/21	Ashley Janosko, Director of Guidance Services and Nurses
8/31/21	Tara Oliveira, Assistant Principal
9/1/21-1/15/22	Dr, Joseph Petrosino, Interim Assistant Principal
1/1/22	Jackie Bartlett, Assistant Principal
8/31/22	Ann Clifton, Director of Health, Physical Education and Athletics

References

American Heart Association (2000). Part 12: From science to survival. Strengthening the Chain of Survival in Every Community.

LOCATIONS OF PRACTICE AND COMPETITION SITES AED'S

FACILITY

LOCATION OF NEAREST AED

Indoor Facilities- GL

Blue and Red Gym	Hallway outside Red Gym
Weight Room	Hallway outside Red Gym
Hallways	Hallway outside Red Gym and main floor near Main Office
Davis Hall Stage	Main floor near Main Office
High School Café	Main floor near Main Office

Outdoor Facilities- GL

Varsity Soccer Field	AED on post between Football Stadium and Junior Varsity Soccer Field
Varsity Baseball Field	AED on post between Football Stadium and Junior Varsity Soccer Field
Junior Varsity Field	AED on post between Football Stadium and Junior Varsity Soccer Field
Auxiliary Field	AED on post between Football Stadium and Junior Varsity Soccer Field
Turf Field/Track	AED on post between Football Stadium and Junior Varsity Soccer Field
JV Baseball/Softball Field	AED on post near Softball Field
Varsity Softball Field	AED on post near Softball Field
Freshman Softball Field	AED on post near Softball Field
Back Practice Field	AED on post near Softball Field
Campus Trails	AED on post near Softball Field or AED on post between Football Stadium and Junior Varsity Soccer Field

Off-Campus Facilities (Berkeley Heights)

Columbia Tennis Park	With Coaching Staff
Columbia MS Softball Field	In Columbia Middle School/Middle School Coaching Staff
Columbia MS Baseball Field	In Columbia Middle School/Middle School Coaching Staff
Columbia MS Soccer Fields	In Columbia Middle School/Middle School Coaching Staff
Columbia MS Wrestling (CMS Cafe)	In Columbia Middle School/Middle School Coaching Staff
Snyder Ave Park Complex- Rec. Department	With Coaching Staff
Passaic Fields- Rec Department	With Coaching Staff
Woodruff Elementary School	With Coaching Staff

Off-Campus Facilities

Morris-Union Jointure Pool Warren, NJ	On site
Ashbrook Golf Course Scotch Plains, NJ	With Coaching Staff
Union Sports Arena Ice Rink Union, NJ	On site