

**Molloy University**  
**Cardiac Emergency Response Plan (CERP)**

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**Introduction**

Sudden Cardiac Arrest (SCA) is a leading cause of death in the United States. Sudden cardiac arrest events can vary greatly, but all are emergencies that require immediate action. In an effort to achieve optimal outcomes for victims, Cardiac Emergency Response Protocols (CERP) provide systematic evidenced based guidelines on how to respond to potential episodes of cardiac arrest occurring in the community.

Signs of SCA can be presented by the victim as one or more of the following:

- Not moving, unresponsive or unconscious, *or*
  - Not breathing normally (i.e., may have irregular breathing, gasping or gurgling or no breathing), *or*
  - Seizure or convulsion-like activity, *or*
  - Eyes rolling back.
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**Development of the Cardiac Emergency Response Plan (CERP)**

The Cardiac Emergency Response Plan (Appendix 1, Appendix 2) was developed by the Molloy University Heart Safe Committee. The committee is comprised of nursing faculty and members of the Molloy Student Nurse Association. The members maintain current Basic Life Support (BLS) training, which includes use of the AED.

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**Cardiac Emergency Response Plan Steps (Refer to infographic in Appendices 1 & 2)**

1. Is someone in cardiac arrest?
  2. Make sure the scene is safe.  
If yes to # 1 go to step 3 (If uncertain; call Public Safety 516-323-3500)
  3. Call 9-1-1 (or direct someone to call 9-1-1).
  4. Get an Automated External Defibrillator (AED) (or direct someone to get an AED; located in every building on main campus)
  5. Perform CPR (push hard and fast in the center of the chest 100-120 times per minute)
  6. Call Public Safety 516-323-3500 (or direct someone to call)
    - If outdoors on campus and no access to mobile phone, push emergency blue light to call Public Safety.
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## **2. Communication of the CERP throughout Molloy University campuses**

- The CERP will be presented:
    - At the beginning of each academic year during Community Day
    - During orientation programs to new students, staff, faculty, and administrators
    - At Freshman Studies (FST) classes when students are educated on Hands-Only CPR
  - The CERP will be posted:
    - Next to each AED box and attached to the AED cabinet
    - On the Molloy University website
    - In the gym and in all other indoor locations where athletic activities take place.
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## **3. Training in CPR and AED use**

- The Molloy University Continuing Education office will continue to offer American Heart Association (AHA) Basic Life Support (BLS) courses throughout the year to students, staff, faculty, and the community.
  - Hands-Only CPR/AED Training will be provided by members of the Heart Safe committee (faculty and students)
    - Freshman students will receive Hands-Only CPR/AED training during FST 1000.
    - Staff and Faculty are encouraged to contact the Heart Safe Committee to arrange a Hands-Only CPR/AED training program for their department.
    - Pop-Up CPR/AED demonstrations will be conducted on campus by the Heart Safe Committee.
  - Required Training in BLS and AED use:
    - Public Safety Officers
    - Athletic department (Athletic Trainers and coaching staff)
    - Health Service RNs and NP
    - Faculty in the Health Sciences departments which remain clinically active
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## **4. Activation of CERP**

- Once a cardiac emergency is identified anywhere on campus (Rockville Centre, 30 Hempstead, 50 Broadway, CERCOM and Suffolk Center) the appropriate CERP can be implemented by any individual.
- Encourage documentation of sudden cardiac arrest response on Sudden Cardiac Arrest Emergency sheet (Appendix 8).

## 5. **Automated External Defibrillators (AEDs) – number, placement and maintenance**

- The number of AEDs shall be sufficient to enable a person to retrieve an AED and deliver it to any location within university buildings and/or campus grounds; within three (3) minutes of the identified cardiac emergency.
  - AEDs in campus buildings will be stored in unlocked wall boxes that are clearly marked with three dimensional signs visible from the hallways.
  - AEDs in campus buildings will be placed at a height no greater than 48 inches in compliance with ADA guidelines.
  - Public Safety will maintain one (1) AED in mobile unit on main campus and a back-up AED for replacement of any AED that is out of service.
  - Public Safety will designate a site coordinator to be responsible for assessing availability and maintenance of AEDs located in university buildings (Appendix 3, Appendix 4, Appendix 5, Appendix 6).
  - AEDs in building locations will be visually inspected each month:
    - To ensure the AED is present and the door alarm sounds.
    - Defibrillation pads are present and up to date in the case.
    - The Pulse Point AED APP will be utilized to monitor expiration dates of battery and defibrillator pads.
      - [Pulse Point AED](#) is an APP that provides immediate information about all AEDs in the area. The site coordinator receives automatic notification 90 days before expiration of battery and defibrillator pads.
      - Items will be replaced as needed and before the expiration date indicated in Pulse Point AED APP. The new expiration date will be updated as necessary.
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## 6. **CERP Drills**

- Public Safety and the Heart Safe Committee team shall perform a minimum of two (2) drills each year with the potential participation of students, staff, faculty, and public safety officers (Appendix 7).
  - A successful Cardiac Emergency Response Drill is defined as completion of the Drill in five (5) minutes or less, ending with placement of the AED on the victim.
  - Public Safety will maintain a Cardiac Emergency Response Drill Report for each drill for five (5) years.

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## 7. **Review and Evaluation of the CERP**

a. Public Safety and Heart Safe Committee will meet:

- Annually to discuss drill reports
- Within one week of any cardiac emergency that occurred on any of the Molloy University campuses.
- Debriefing with all individuals involved in activation of the CERP will take place (Appendix 8).



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## **CARDIAC EMERGENCY RESPONSE STEPS**

### **IS SOMEONE IN CARDIAC ARREST?**

(collapsed and unresponsive, not breathing,  
not breathing normally, gasping, eyes rolled back)

#### **MAKE SURE THE SCENE IS SAFE**

The surroundings present no danger to you  
or the person you are trying to help

#### **YES**

##### **Main Campus**

- Call 9-1-1 or direct someone to call.
- Get AED: located in every building on main campus.
- Perform CPR: push hard and fast in center of chest (100 - 120 times per minute)
- Call Public Safety:  
(516) 323-3500

\*If outdoors and no access to mobile phone  
push Emergency Blue Light to call Public  
Safety

#### **UNCERTAIN**

- Call Public Safety:  
(516) 323-3500
- \* If outdoors: push Emergency  
Blue Light to call Public Safety

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## **CARDIAC EMERGENCY RESPONSE STEPS**

(collapsed and unresponsive, not breathing,  
not breathing normally, gasping, eyes rolled back)

### **MAKE SURE THE SCENE IS SAFE**

The surroundings present no danger to you  
or the person you are trying to help

#### **YES**

##### **Suffolk Center**

- Call 9-1-1 or direct someone to call.
- Get AED: located next to Safety Office (room 129)
- Perform CPR: push hard and fast in center of chest (100 - 120 times per minute)
- Call Public Safety: (516) 323-3500

\*If outdoors and no access to mobile phone  
push Emergency Blue Light to call Public  
Safety

#### **UNCERTAIN**

- Call Public Safety:  
(516) 323-3500
- \* If outdoors: push Emergency  
Blue Light to call Public Safety

### **CALL•PUSH•SHOCK™**



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Appendix 3

Molloy University  
**Main Campus**  
1000 Hempstead Avenue – Rockville Center, NY  
Public Safety (516) 323-3500

**AED Maintenance Log**

All AEDs on Molloy University Campus are checked monthly.

<b>AED #</b>	<b>AED Location</b>	<b>Date of Inspection</b>	<b>Pulse Point Recommendation</b>	<b>Action Taken</b>
1				
2				
3				
4				
5				
6				
7				
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## Appendix 4

Molloy University  
**Suffolk Center Campus**  
 1100 North Broadway, Amityville, NY 11701  
 Public Safety (516) 323-3500

### AED Maintenance Log

All AEDs on Molloy University Campuses are checked monthly.

<b>AED #</b>	<b>AED Location</b>	<b>Date of Inspection</b>	<b>Pulse Point Recommendation</b>	<b>Action Taken</b>
1	Next to Public Safety Office room 129			
1	Next to Public Safety Office room 129			
1	Next to Public Safety Office room 129			
1	Next to Public Safety Office room 129			
1	Next to Public Safety Office room 129			
1	Next to Public Safety Office room 129			
1	Next to Public Safety Office room 129			
1	Next to Public Safety Office room 129			
1	Next to Public Safety Office room 129			
1	Next to Public Safety Office room 129			
1	Next to Public Safety Office room 129			
1	Next to Public Safety Office room 129			



Appendix 5

Molloy University  
**Manhattan Center Campus**  
50 Broadway 4<sup>th</sup> Floor  
New York, NY 10004  
Public Safety (516) 323-3500

**AED Maintenance Log**

All AEDs on Molloy University Campus are checked monthly.

<b>AED #</b>	<b>AED Location</b>	<b>Date of Inspection</b>	<b>Pulse Point Recommendation</b>	<b>Action Taken</b>
1				
1				
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## Appendix 6

Molloy University  
**CERCOM Campus**  
132 Clyde Street  
West Sayville, NY 11796  
Public Safety (516) 323-3500

### AED Maintenance Log

All AEDs on Molloy University Campus are checked monthly.

AED #	AED Location	Date of Inspection	Pulse Point Recommendation	Action Taken
1				
1				
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## Appendix 7

### Molloy University Cardiac Emergency Drill Checklist

Date:	Location of Drill:	
	Time	Elapsed Time
Volunteer victim down		
Volunteer victim found		
9-1-1 called		
CPR began		
AED placed		
Public Safety called		
<b>Goal:</b> Complete drill in under 3 minutes		

  

	<b>Y</b>	<b>N</b>
Communication of emergency was clear and without delay		
Bystander responded with urgency		
Scene checked for safety		
Victim checked for responsiveness		
Bystander or other called 9-1-1		
CPR performed correctly (location, rate and depth)		
AED arrived within 3 minutes		
AED pads applied immediately and without pause in compressions		
AED performed as expected		
Team members communicated clearly with each other throughout drill		
CPR role shifts completed when necessary		
Names of those responding to the event and their role		
Comments (Opportunity for Improvement, Recommendations)		
Person conducting Drill:		

## Appendix 8

### Molloy University Sudden Cardiac Arrest Emergency

Date:

Location:

	Time	Elapsed Time
Victim found		
9-1-1 called		
CPR began		
AED placed		
Shock recommended / administered		
Public Safety called		
EMS arrived on scene		
Transported to hospital		
<b>Document information if available:</b>		

	Y	N
Where recommended steps followed		
Was the bystander that found victim trained in Hands-Only CPR		
CPR performed		
AED used		
Shock recommended/given		
Was victim: <input type="checkbox"/> student <input type="checkbox"/> athlete <input type="checkbox"/> staff <input type="checkbox"/> faculty <input type="checkbox"/> parent <input type="checkbox"/> visitor		
Names of those responding to the event and role (made calls, retrieve AED, perform CPR):		
Comments (Pros and Room for Improvement):		
Person completing form:		