Cardiac Emergency Response Plan

[Organization name]

Date adopted: _____ Adopted by: _____

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1. Purpose and scope

This plan sets out how [Organization name] prepares for and responds to a sudden cardiac arrest at its practices, games, and events.

It applies to [Organization name] ([Type of organization]) and covers its [Sports] programs for athletes ages [Ages], at the venues listed in this plan.

[Plan coordinator name], the plan coordinator, keeps this plan current and answers questions about it.

California law: AB 310 (the Nevaeh Youth Sports Safety Act) is Chapter 254, Statutes of 2025. It amends Health and Safety Code section 124238.5. A youth sports organization is an organization, business, nonprofit, or local government agency that sponsors or runs amateur sports competitions, training, camps, or clubs for participants 17 years old or younger. By January 1, 2027, a youth sports organization must have a written cardiac emergency response plan. The plan covers where AEDs are located and what to do in a sudden cardiac arrest; the responsibilities of coaches, administrators, and athletes; and how those people are notified of the plan and trained on it.

2. Roles and responsibilities

Plan coordinator: [Plan coordinator name] ([Title]), [Phone], [Email].

Administration contact: [Administrator name] ([Title]), [Phone], [Email].

- Coaches ([Who counts as a coach, for example: all head and assistant coaches]): keep CPR and AED certification current; know where the AED is before each practice and game; lead the response steps in this plan until EMS arrives; report every cardiac emergency to [Plan coordinator name].
- Administration ([Administrator name], [Title]): adopts this plan; keeps a list of coach certifications and expiration dates; arranges AED access at each venue; runs the annual review; sends the parent and guardian notice.
- Athletes: tell a coach or another adult right away if anyone collapses or does not respond, and follow adult instructions during an emergency.

Emergency contact	Name	Phone
Emergency medical services		911
[Role]	[Name]	[Phone]
[Role]	[Name]	[Phone]
[Role]	[Name]	[Phone]

3. AED locations by venue

Before each practice and game, a coach confirms the AED is in its listed location and its status indicator shows it is ready.

California law: By January 1, 2028, athletes must have access to an AED at official practices and matches.

California law: Starting January 1, 2028, the AED must be maintained and tested according to the manufacturer's guidelines and FDA and other applicable rules.

Venue	Address	AED location
[Venue name]	[Address]	[Where the AED is kept, for example: snack bar, wall cabinet left of the door]
[Venue name]	[Address]	[Second AED location, if any]
[Second venue name]	[Address]	[Where the AED is kept]

4. Sudden cardiac arrest response steps

Any adult can start these steps. When more than one person is there, do steps 2, 3, and 4 at the same time.

Nearest hospital: [Nearest hospital and address].

1. Recognize it. Treat anyone who collapses and does not respond, and is not breathing or is only gasping, as a sudden cardiac arrest. Do not wait to see if they recover.
2. Call 911. Call now, or point to one person and tell them to call. Put the phone on speaker and follow the dispatcher's instructions.
3. Start CPR. Push hard and fast in the center of the chest, 100 to 120 compressions a minute, and keep going.
4. Get the AED. Send one named person to the nearest AED location listed in this plan, and tell them to run.
5. Use the AED as soon as it arrives. Turn it on and follow its voice prompts. Keep everyone clear when it tells you to.
6. Continue CPR and follow the AED prompts until EMS arrives and takes over, or the person starts breathing normally.
7. Notify designated staff. Once EMS is on the way, tell [Plan coordinator name] ([Phone]) and the athlete's parent or guardian.
8. Document it. Within 24 hours, write down what happened, who responded, and whether the AED was used, and give it to [Plan coordinator name]. Replace used AED pads before the AED goes back in service.

California law: AB 310 removed the requirement that a medical professional administer the AED.

California law: Under Civil Code section 1714.21, a person who uses an AED in good faith to give emergency care is protected from civil liability.

5. Notification and training

California law: By January 1, 2027, coaches must be certified in CPR and in the use of an AED.

California law: Coaches must be recertified in CPR and AED use at least every two years.

California law: CPR and AED training may be taken in person or online from an accredited organization.

California law: The cardiac emergency response plan must be reviewed every year with coaches and staff.

Coaches train with: [CPR and AED training provider].

- Every coach, staff member, and volunteer gets a copy of this plan before their first practice or event of the season.
- [Plan coordinator name] keeps a list of each coach's CPR and AED certification and its expiration date, and follows up before any certification lapses.
- Coaches walk through the response steps with their assistants at the start of each season.
- [Organization name] reviews this plan with coaches and staff every year in [Month], and records the review in the annual review log.

6. Annual review log

Record each annual review here: the date, who led it, who attended, and what changed. Update the AED locations and contacts whenever they change.

Year	Review date	Led by	Coaches and staff present	Changes made
Year 1				
Year 2				
Year 3				

7. Parent and guardian notice

California law: Starting January 1, 2027, the organization must send parents and guardians an electronic notice every year. It includes the plan or a link to it, where AEDs are located, and which staff to notify in an emergency.

Send the letter below by email or another electronic channel each year. Keep a copy with the date you sent it.

Dear parents and guardians,

[Organization name] has a cardiac emergency response plan for its practices, games, and events. You can read the full plan here: [link to plan].

The plan says where our AEDs (automated external defibrillators) are, who does what in an emergency, and how coaches and staff are trained.

Our AEDs are located at:

- [Venue name]: [Where the AED is kept, for example: snack bar, wall cabinet left of the door]
- [Venue name]: [Second AED location, if any]
- [Second venue name]: [Where the AED is kept]

In an emergency, call 911 first. Then tell the nearest coach and notify [Plan coordinator name] ([Title]), [Phone], [Email].

Other staff to notify: [Role], [Name], [Phone]; [Role], [Name], [Phone]; [Role], [Name], [Phone].

If you have questions about the plan, contact [Plan coordinator name] at [Email].

Sincerely,

[Administrator name], [Title], [Organization name]