



Minneota Public School District District Procedures

Adopted: July 2026

DISTRICT PROCEDURES: CARDIAC EMERGENCY RESPONSE PLAN - CERP

1. PURPOSE

The purpose of this Cardiac Emergency Response Plan (CERP) is to establish a written and practiced protocol for recognizing and responding to sudden cardiac arrest and other cardiac emergencies occurring on school property or during school-sponsored activities. The goal of this plan is to provide a rapid, coordinated response that maximizes the likelihood of survival through early recognition, activation of emergency medical services (EMS), immediate cardiopulmonary resuscitation (CPR), and prompt use of an automated external defibrillator (AED).

The District recognizes that rapid recognition of sudden cardiac arrest, immediate activation of emergency medical services, prompt initiation of CPR, and timely AED use are critical factors in improving survival outcomes.

This plan is adopted pursuant to Minnesota Statutes section 121A.241 and shall be incorporated into the District's Crisis Management Plan.

2. DEFINITIONS

Definitions in these procedures are shown below.

- Automated External Defibrillator (AED): A portable medical device that analyzes heart rhythm and delivers an electrical shock, when indicated, to restore a normal heart rhythm during sudden cardiac arrest.
- Cardiac Emergency: Any medical emergency involving suspected sudden cardiac arrest, life-threatening cardiac arrhythmia, heart attack, or other event requiring immediate activation of the Cardiac Emergency Response Plan.
- Cardiac Emergency Response Team (CERT): The school-based team designated to respond to cardiac emergencies and implement the Cardiac Emergency Response Plan. Minnesota law requires each school to establish a CERT and a plan for activation during a sudden cardiac arrest event.
- Cardiopulmonary Resuscitation (CPR): An emergency lifesaving procedure involving chest compressions (and rescue breaths when appropriate) to maintain circulation and oxygen delivery until advanced care arrives or normal heart function returns.
- Emergency Medical Services (EMS): The District- and community-based emergency medical response system, including EMTs, paramedics, ambulance services, and related emergency responders.
- Sudden Cardiac Arrest (SCA): The American Heart Association defines SCA as a sudden and unexpected loss of heart function where the heart stops beating due to an irregular heart rhythm in a person who may or may not be breathing at all.

3. CARDIAC EMERGENCY RESPONSE TEAM (CERT)

The District will have a designated Cardiac Emergency Response Team (CERT) consisting of CPR/AED-certified staff members, administrators, and other trained personnel. The School Nurse (LSN/RN) will be the primary coordinator. Team members will be reviewed and trained annually.

The CERT shall be responsible for:

- Implementing this Cardiac Emergency Response Plan.
- Participating in annual training and drills.
- Coordinating AED maintenance and readiness.
- Reviewing all cardiac emergency incidents and recommending improvements.

In conjunction with the School Nurse, the Superintendent or designee shall annually designate CERT members and maintain a current roster.

4. RECOGNIZING A CARDIAC EMERGENCY

A cardiac emergency requires immediate action. Cardiac emergencies arise because of a Sudden Cardiac Arrest (SCA) or a heart attack but can have other causes. SCA occurs when the electrical impulses of the heart malfunction resulting in sudden death. Knowing the signs of sudden cardiac arrest is critical for a prompt response.

Signs of Sudden Cardiac Arrest (SCA) may consist of one or more of the following:

- Unresponsiveness or unconsciousness
- Abnormal breathing (gasping, gurgling, or no breathing)
- Seizure-like activity (including collapse after a direct chest impact)

Any collapse during athletic participation should be presumed to be a cardiac emergency until proven otherwise.

5. ACTIVATING THE CARDIAC EMERGENCY RESPONSE TEAM AND PLAN

Any person who witnesses a cardiac emergency must immediately:

- A. Call 911 and state the location of the emergency.
- B. Activate the CERT by using a walkie-talkie, overhead announcement, or emergency number, stating:
“CERT TEAM TO [LOCATION].” (Repeat twice),
- C. Consider the necessity of a soft lockdown/code yellow.
* *Building administration may implement additional traffic-control measures as appropriate.*
- D. Start CPR.

6. AED PLACEMENT & MAINTENANCE

- AEDs are strategically placed throughout all school buildings and near athletic fields to ensure accessibility within three (3) minutes of an emergency.
- A map with AED locations is included within this plan.
- A backup AED is available for off-site events and to replace any unit undergoing maintenance.
- The School Nurse and Director of Buildings and Grounds are responsible for coordinating AED maintenance, ensuring readiness per the manufacturer’s guidelines.
- Each AED includes a resuscitation kit (gloves in Narcan Bag, razor, scissors, and CPR barrier).

7. CPR & AED TRAINING

- AED training shall be offered and may be provided at the beginning of each year to staff through a nationally recognized organization (e.g., American Red Cross).
- All staff may receive basic awareness training, including hands-only CPR and AED training.
- Annual cardiac emergency drills will be conducted, with results reviewed for improvements.
- Staff training log for Child/Adult CPR/AED/First Aid

8. EMS & CRISIS PLAN INTEGRATION

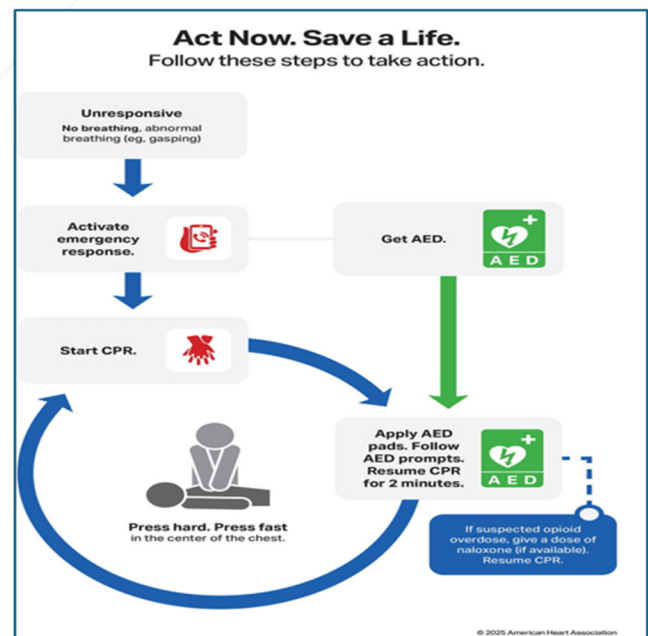
- Local Emergency Medical Services (EMS) will receive a copy of this plan.
- Local law enforcement will receive a copy of this plan.
- The Health & Safety Committee will review this policy annually and update it as needed.

Internal review of the plan will focus on ways to improve the school response and may include a review of any mock drills that were completed, a post-event review of any real-world events that may have occurred, and a determination, at least annually, as to whether or not additions, changes, or modifications to the plan are needed.

- The district will hold scheduled practice drills
- The nurse will call overhead to the room and list the scenario
- Drill required once per calendar year
- Approximate length of a drill 15-30 min. depending on scenario

9. CARDIAC EMERGENCY RESPONSE STEP

- A. Recognize signs of cardiac arrest. If an individual:
 - ⇒ Collapses suddenly
 - ⇒ Is unresponsive
 - ⇒ Is not breathing normally
- B. Call 911.
- C. Notify administration or office staff.
- D. Send a designated individual to meet and direct EMS personnel to the emergency location.
- E. Activate the Cardiac Emergency Response Team.
- F. Start CPR immediately.
- G. Retrieve and turn on the AED and apply pads.
- H. Continue care until EMS arrives and permits you to stop.



10. SCHOOL-SPONSORED ACTIVITIES AND ATHLETICS

An AED shall be readily accessible at all home athletic events and activities where feasible. Coaches, advisors, and activity supervisors shall know the location of the nearest AED and emergency communication procedures. School-sponsored activities and athletics include the ones listed below. The Activities Director is responsible for ensuring a portable AED is brought to activities and events.

- ⇒ Home contests
- ⇒ Community Education activities
- ⇒ Summer programs
- ⇒ Field trips

11. ANNUAL DRILLS

As required by State Statute, the District will conduct annual drills, including at least one building-wide cardiac emergency drill. The District may conduct an activities- or athletics-focused drill as well. For each drill conducted, the School Nurse will document the date, time to activation, participants, time to AED arrival, response time, time to first simulated shock, and potential areas for improvement.

12. AED LOCATION MAP

A school map showing the location of all AED's is included as an Addendum to these procedures.

13. AED MAINTENANCE

The District shall maintain all AEDs in accordance with manufacturer recommendations and applicable Minnesota law. The School Nurse and Director of Buildings and Grounds shall collaborate with each other, conduct, and document routine inspections. Any deficiencies shall be corrected immediately. The School Nurse is responsible for coordinating AED maintenance, which includes:

- Monthly visual inspection.
- Battery expiration monitoring.
- Electrode pad expiration monitoring.
- Documentation log.
- AED registration compliance.

Following any deployment, the AED shall be inspected, data downloaded if applicable, replacement supplies ordered, and the device returned to service as soon as possible.

14. COMMUNICATION AND PLAN DISTRIBUTION

The District's CERP will be distributed to all employees, advisors, coaches, and directors, along with EMS providers, the local ambulance service, and School Board Members. The CERP shall be reviewed with newly hired employees and newly appointed coaches and advisors as part of onboarding.

15. CARDIAC EMERGENCY RESPONSE TEAM ROLES

Site Champions shall be identified annually, who will be responsible for staff education on sudden cardiac arrest, creation and dissemination of the Cardiac Emergency Response Plan (CERP) to all staff, oversight of the AED equipment, and collaborating with the local Project ADAM Program Coordinator to ensure all criteria are met for designation and renewals.

The first response team member to find or respond to the victim initiates the plan. They also begin directing other response team members as they arrive at the scene.

16. CARDIAC EMERGENCY RESPONSE TEAM DUTIES

Drills allow time for team members to practice and get comfortable with various roles included in the response to a cardiac emergency. In a real emergency, it cannot be predicted which specific role a team member may play.

- Call 911 and remain on the call until Emergency Medical Services (EMS) arrive.
- Report to the scene as quickly as possible after being notified.
- Begin CPR.
- Bring the AED to the scene.
- Document all information for EMS arrival (or complete the Drill Checklist if a practice drill).
- Send someone to meet EMS.
- Perform crowd control.
- Any other team members can assist with the CPR/AED rotation.

17. ANNUAL SCHOOL BOARD REVIEW

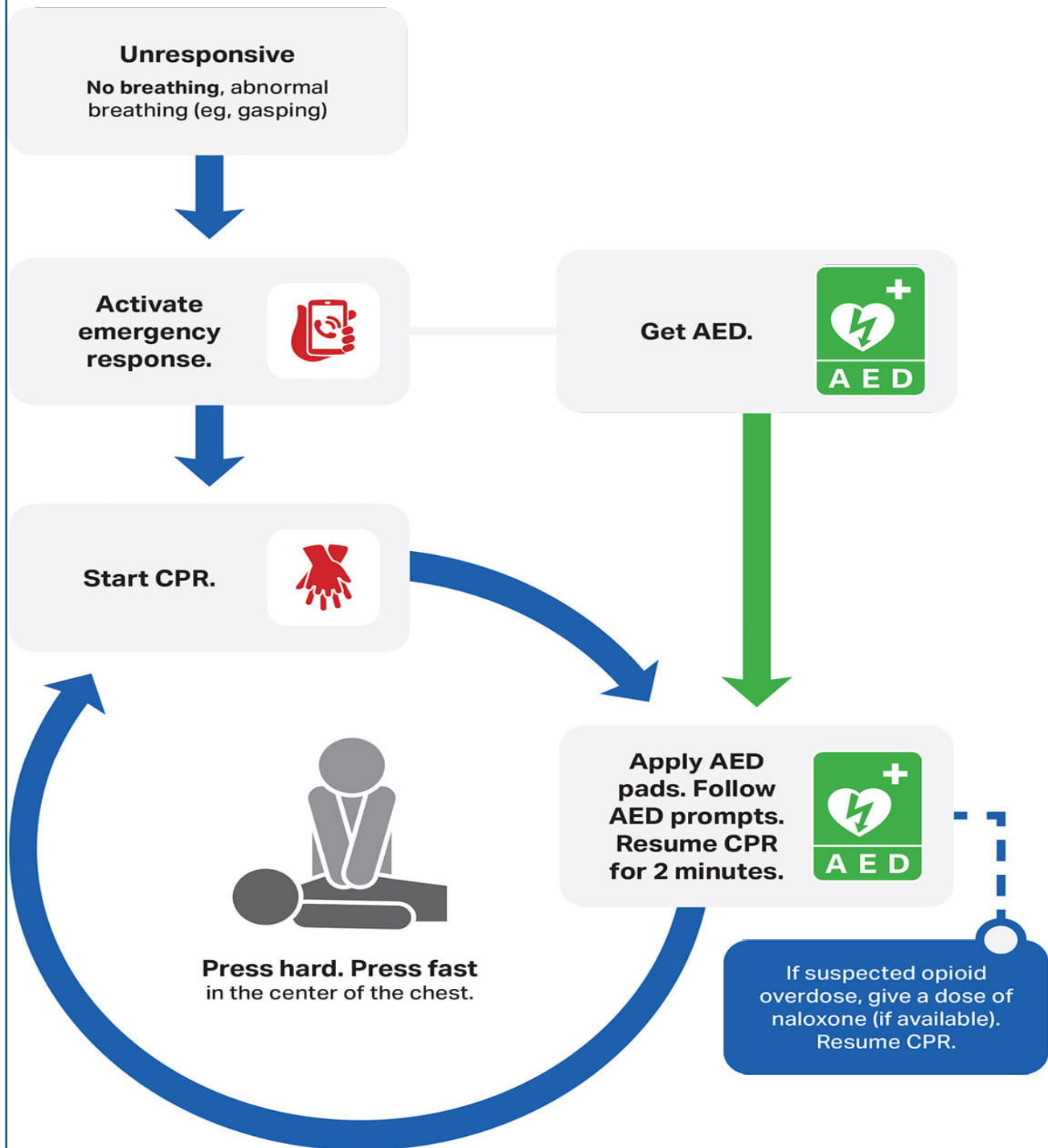
The School Board shall annually review the effectiveness of the Cardiac Emergency Response Plan. The review shall include training records, training completion rates, drill results, drill documentation, AED maintenance records, actual incidences, AED inspection logs, and recommendations from the Cardiac Emergency Response Team.

18. POST-INCIDENT DEBRIEFING

Following any cardiac emergency requiring activation of this plan, the Superintendent, School Nurse, and CERT shall conduct a post-incident review within thirty (30) days. The review shall identify strengths, areas for improvement, equipment needs, communication issues, and any recommended revisions to the plan.

Act Now. Save a Life.

Follow these steps to take action.



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[Downstairs](#)



[Upstairs](#)

