EARLY DEFIBRILLATION PROGRAM MANAGEMENT PLAN FOR BURNSVILLE-EAGAN-SAVAGE SCHOOL DISTRICT 191

REVIEWED: November, 2026

This document describes the ISD 191 management plan relating to its defibrillation program. The document is intended to provide guidance to administrators and responders of the early defibrillation program in order to ensure a rapid response to victims of sudden cardiac arrest (SCA) in ISD 191.

Reference Documents

- State and local early defibrillation program regulations
- State Good Samaritan law
- Phillips Early defibrillation program response protocol
- HeartStart Defibrillator User's Guide

Early Defibrillator Program Coordinator

The AED Program Coordinators for ISD 191 are the Health and Safety Supervisor and the Director of Operations and Properties. The AED Program Coordinator responsibilities are to:

- Communicate with the Medical Director, Emergency Response Team members, management/administrative personnel, EMS and the public regarding the early defibrillation program.
- Communicate with local EMS on defibrillation program issues and patient care.
- Participate in case reviews, responder training and retraining, data collection and other quality assurance activities.
- Ensure that the defibrillators and related response equipment are maintained.
- Purchase necessary supplies and accessories.
- Develop and maintain the emergency response plan and related procedures.
- Ensure compliance with state and local regulations regarding defibrillator use.

Medical Director

The responsibility of the Medical Director is to:

- Provide medical consultation and expertise.
- Approve protocols for the use of the defibrillator and other medical equipment.
- Act as a liaison between the early defibrillation program site and the local EMS organization.

- Approve the defibrillator-training program.
- Review all incidents involving use of the defibrillator.
- Provide post-incident debriefing support as needed. Assure that program quality is maintained.

Administration

ISD 191's administrative staff shall ensure that plans and procedures for the defibrillation program are in place at each facility. Each school office shall assure that specific emergency response procedures are in place and that all staff, students and visitors understand how to call for help during an emergency. Additionally, during a "school hours" emergency, it shall be the responsibility of the office staff to:

- Ensure that someone is available at all times to receive calls for help from within the facility.
- Assure that EMS has been notified.
- Contact the AED Emergency Response Team members to respond to the emergency location with a defibrillator.
- Ensure that someone is positioned to meet EMS responders and lead them to the emergency location.

AED Emergency Response Team Members

Each building will designate an AED Site Coordinator (typically the Licensed School Nurse for the building or the building administrator if a Licensed School Nurse is not assigned to that site). The building will also identify an AED Emergency Response Team and assure that the team remains current on AED/CPR training. AED Emergency Response Team members' responsibilities are to:

- Maintain basic life support skills, including the use of a defibrillator by completing training as required and approved by ISD 191.
- Understand the plan and protocol for responding to medical emergencies including SCA.
- Follow the procedures outlined in the defibrillation protocol when responding to SCA victims.

In addition, any person may voluntarily provide emergency care, including CPR, defibrillation and first aid in ISD 191 facilities. Volunteer responders may only provide the care appropriate to their level of training and should turn care over upon the arrival of Emergency Response Team members unless their level of training exceeds basic life support. Internal emergency response time range is estimated to be approximately 1-3 minutes from the time a person is found unresponsive. External response time range is estimated to be approximately 3-10 minutes from the time 911 is called.

Training Requirements

The AED Site Coordinator shall maintain training records for the AED Response Team members.

At least every two years, AED Response Team members shall complete a CPR and defibrillation retraining course to maintain knowledge and skills. This training will be provided by ISD 191 and will be offered by the district CPR trainer.

Equipment

This management plan will be addressing the use of the defibrillator, which is located at all school sites. The defibrillator should be deployed to any medical emergency in the facility along with other emergency care equipment. Each AED will be identified with a sign above the AED cabinet. Location of the AEDs will be noted on appropriate building maps.

Each defibrillator kit contains:

- Defibrillator with batteries installed and case
- Two sets of adult defibrillator pads
- One set of infant/child defibrillator pads
- A pocket mask
- Disposable gloves
- A razor
- A pair of scissors
- A small disposable towel
- AED Post Event Report

The case is equipped with both adult and infant/child defibrillation pads allowing the defibrillator to be ready for use on sudden cardiac arrest victims of any age. Personal Protective Equipment is included in each cabinet and is to be used when responding to a cardiac emergency. The AED Site Coordinator will be responsible for ordering replacement materials. Pads are to be replaced after each use and/or every 5 years. Batteries are to be replaced every 5 years using ten AA lithium manganese dioxide batteries from recommended manufacturers or if the unit prompts to change and can be used for up to 200 shocks. Replacement material cost will be billed to the district Health and Safety Department.

The device should be used on any victim who is:

- Unresponsive
- Not breathing normally

Defibrillators are placed in the following locations:

BUILDING	# OF UNITS	LOCATION OF AED	SERIAL #
Edward Neill Elementary 13409 Upton Ave. South Burnsville, MN 55337	1	Outside Gymnasium	ZOLL PLUS X16F845850
Gideon Pond Elementary 613 E. 130th Street Burnsville, MN 55337	1	Lower Level Outside Gymnasium	ZOLL PLUS X16F845780
Harriet Bishop Elementary 14400 O'Connell Road Savage, MN 55378	1	Lower Level Outside Gymnasium	ZOLL PLUS X16F845779
Hidden Valley Elementary 13875 Glendale Road Savage, MN 55378	1	Main Corridor Outside Music Room	ZOLL PLUS X16G849166
Rahn Elementary 4424 Sandstone Drive Eagan, MN 55122	1	Round Building Passageway to Gym	ZOLL PLUS X16F846286
Sky Oaks Elementary 100 E. 134th Street Burnsville, MN 55337	1	West Wall Across From Office, Outside Music Room	ZOLL PLUS X16G849122
Vista View Elementary 13109 County Road 5 Burnsville, MN 55337	1	Lower Level Outside Gymnasium	ZOLL PLUS X16F845215
William Byrne Elementary 11608 River Hills Drive Burnsville, MN 55337	1	Outside Gymnasium	ZOLL PLUS X16G852060
Eagle Ridge Middle School 13955 Glendale Road Savage, MN 55378	1	South Wall, Lower Level in Commons/Cafeteria Area	ZOLL PLUS X16G848436
Joseph Nicollet Middle School 400 East 134th Street Burnsville, MN 55337	1	South Wall in "Link" by Staff Lounge Door	ZOLL PLUS X16E836155
Cedar School - BALC (West Side) 2140 Diffley Road Eagan, MN 55122	1	Near Gym, Next to Room 203	ZOLL PLUS X16E836028
Cedar School - 917 (East Side) 2140 Diffley Road	1	Located in Main Office ISD 917	ZOLL PLUS X16F845777

BUILDING	# OF UNITS	LOCATION OF AED	SERIAL #
Eagan, MN 55122			
Burnsville Senior High School 600 East Highway 13 Burnsville, MN 55337	1	North Wall Across From Main Gym	ZOLL PLUS X16F846301
Burnsville Senior High School 600 East Highway 13 Burnsville, MN 55337	1	Lower Level Outside of New Gym	ZOLL PLUS X16G849163
Burnsville Senior High School 600 East Highway 13 Burnsville, MN 55337	1	Upper Level of New Gym Area by Weight Room	ZOLL PLUS X16G849131
Burnsville Senior High School 600 East Highway 13 Burnsville, MN 55337	1	On Wall Outside of the School Store	ZOLL PLUS X16G849164
Burnsville Senior High School 600 East Highway 13 Burnsville, MN 55337	1	Located on the Wall in the Hallway of D Wing	ZOLL PLUS X16G849207
Burnsville Senior High School 600 East Highway 13 Burnsville, MN 55337	1	Located on the Wall in the Hallway of Upper C Wing	ZOLL PLUS X16F845195
Burnsville Senior High School 600 East Highway 13 Burnsville, MN 55337	1	Located on the Wall in the Hallway Intersection of F and G Wing	ZOLL PLUS X16G849135
Burnsville Senior High School 600 East Highway 13 Burnsville, MN 55337	1	BHS Annex, Separate Building to the NW of Main Campus. Located on the Wall Outside of the Auto/WoodShop Classroom	ZOLL PLUS X16G849199
Diamondhead Education Center Upper Level 200 West Burnsville Parkway Burnsville, MN 55337	1	Located on the Wall on the Upper Level in the ECSE Area Across From The Nurse's Office by the Gym	ZOLL PLUS X16G849066
Diamondhead Education Center Lower Level 200 West Burnsville Parkway Burnsville, MN 55337	1	Located on the Wall in the Atrium Outside the Senior Center, Lower Level	ZOLL PLUS X16G849125

Maintenance

The defibrillator requires little maintenance. The defibrillator performs daily tests to assure the device is ready for use and is equipped with a status indicator that shows if the device is ready for use. All defibrillators shall be maintained in accordance with the instructions for use. Costs incurred to provide supplies, equipment maintenance or upgrades for district defibrillators will be funded from the district Health and Safety budget.

The lead building custodian (or designee) will be responsible for conducting daily inspections of the AEDs and their cabinets when the building is open. The custodian will initial the date box and indicate that the unit was checked on the AED Daily Checklist. If the building is closed, note "BC" in the date box. The main objective of the checklist is to ensure that the AEDs are maintained in working condition. All cabinets will be secured with a red break-away tie that will help to identify if the cabinet has been opened. If the person checking the AED observes tampering, "chirping" or the green check mark is not visible, the AED Site Coordinator or the Program AED Coordinator should be notified. The AED should be removed from the cabinet (de-alarm the cabinet) and the AED should be taken to the Site Coordinator or the Program Coordinator. Flag the AED cabinet with the "Out of Service" sign. Any corrective action taken should be noted by initialing in Red by the date and documenting on the reverse side what action was taken. Checklists will be stored in the green custodian folder and when completed for the year, kept on-site by the AED Site Coordinator. AED cabinet batteries are to be changed annually in August by the custodian using two 9-volt Alkaline batteries (see AED Daily Checklist).

If a defibrillator must be removed from service during the summer months, the custodian will notify the school office and the AED Program Coordinator. If removal occurs during the school year, the custodian will notify the AED Site Coordinator who will then notify the school office, the AED Emergency Response Team Members and the AED Program Coordinator. Notification of the same group shall occur when the device is returned to service.

Post-Event Activities

After any response to Sudden Cardiac Arrest (SCA) with a defibrillator:

- The responder should complete an AED post-event report form located in the AED cabinet. A copy of the report should be sent to the Director of Student Support Services and will be retained in the Business Office.
- The AED Program Coordinators and Medical Director shall be notified within 24 hours of the event.
- Take the defibrillator to the AED Site Coordinator or AED Program Coordinator within 24 hours post event.
- The AED Site Coordinator (school year) or the AED Program Coordinator (summer) will check the defibrillator and replace any used supplies as soon as possible following the event so that the defibrillator may be returned to service. Perform the after patient use maintenance on the defibrillator.

- If requested by the hospital or medical provider, data from the defibrillator can be downloaded following manufacturer's instructions.
- The AED Program Coordinator shall conduct employee incident debriefing, as needed.

Defibrillator Maintenance after Each Patient Use

Each time the defibrillator is used on a patient, the AED Site Coordinator (school year) or an AED Program Coordinator (summer) will:

- Inspect the exterior, pads connector port or pads cartridge well for dirt or contamination.
- Check supplies, accessories and spares for expiration dates and damage.
- Check the operation of the defibrillator by removing and reinstalling the battery to run a battery insertion test.

Defibrillation Program Assessment and Review

Any actual Sudden Cardiac Arrest events shall be reviewed by the AED Program Coordinators and the Medical Director to ensure that the early defibrillation protocol was followed and to assess the response performance of the facility. Recommendations for change or improvement should be discussed with the AED Response team and other responders as soon as possible after an event.

The AED Program Coordinators should review each site's training and maintenance records to ensure compliance with ISD 191 policy. This management plan shall be reviewed annually or as required by changes in the early defibrillation program and state/local regulation.

AED Registry

Each district AED will be registered into the MN AED registry as stated in Minnesota Statutes, chapter 403.

References and Appendices

References

- Philips Healthcare - AED protocol and sample management plan
- Allina Hospitals and Clinics - Heart Safe Communities
- American Heart Association
- MN Good Samaritan Law

Appendices

- AED Post Event Report
- AED Daily Checklist (2 versions)
- AED site locations and serial numbers