

NOVA CLASSICAL ACADEMY

Cardiac Emergency Response Plan (CERP)

Addendum to Building Crisis Management Policy (Minn. Stat. § 121A.035)

Date Adopted: Pending Board Approval **Date Revised:**  **Effective:** 2026–2027 School Year

1. Purpose

This plan establishes Nova Classical Academy's cardiac emergency response team, protocols, and equipment standards, consistent with the model plan issued by the Minnesota Department of Education under Minnesota Statutes, section 121A.035, and as required by Minnesota Statutes, section 121A.241. It governs cardiac emergencies occurring on school property and at school-sponsored activities, including athletic events held off-site. This plan is incorporated as an addendum to the school's crisis management policy.

2. Cardiac Emergency Response Team (CERT)

The following staff constitute Nova's building CERT. CERT members are expected to hold current CPR/AED certification and to know their role in an activation.

Role	Name	CPR/AED Cert. Date

Activation and communication: The plan will be activated using an overhead page clarifying a response of the Cardiac Emergency Response Team.

3. AED Placement and Maintenance

Current AED Locations

#	Location	Coverage Area
1	Great Room, outside Main Office (Lower School Office)	Ground floor / Main entry
2	Second floor hallway, near Room 220	Second floor

Maintenance

The facilities director will conduct monthly visual checks of the readiness indicator, and a log of pad and battery expiration dates. Findings are recorded and reported to the CERT Coordinator.

Registry

All units must be registered with the National EMS AED Registry within 30 days of acquisition, per Minnesota Statutes, section 403.51.

4. Activation Protocol

Any staff member who witnesses or discovers a person in cardiac arrest follows this sequence:

1. Recognize the signs: unresponsive or unconscious, not breathing normally (gaspings, gurgling, or absent), or seizure-like movements.
2. Call 911 immediately, or designate another adult to call. Provide the building address, describe the person's condition, and stay on the line.
3. Call the office and state clearly: "There is a cardiac emergency in [location] and 911 has been called." This activates the CERT.
4. Designate a second person to retrieve the nearest AED.
5. Begin Hands-Only CPR immediately: firm flat surface, hands centered on the chest, push hard and fast at 100–120 compressions per minute.
6. CERT members report to the scene and assume assigned roles. Non-CERT staff secure the area and direct EMS to the location.
7. When the AED arrives, turn it on and follow its voice and visual prompts. Continue CPR between analyses until EMS arrives or the person becomes responsive.
8. Transfer care to EMS on arrival. Report the time the person was found and the time CPR began.
9. A CERT member documents the event: time found, time CPR started, whether a shock was delivered, time EMS assumed care, and the person's condition at transfer.
10. Notify the person's emergency contacts following the crisis management policy's communication procedures.
11. CERT debriefs after the event and completes an after-action review, updating this plan as needed.

5. Plan Distribution and EMS Coordination

This plan is distributed to all staff at the start of each school year and posted near each AED, in the health office, and in the main office. It is reviewed by CERT members annually.

A copy of this plan, including AED locations, is provided for coordination in advance of any incident.

6. Annual Drills

Nova conducts at least one cardiac emergency response drill annually for staff and students, targeting full completion of the protocol in under five minutes. A tabletop exercise involving CERT members and building staff satisfies this requirement in years without a live drill.

Each drill is logged with date, participants, completion time, and lessons learned.

7. Athletics and Off-Campus Activities

AEDs are available at athletic practices and events held on Nova Classical Academy grounds. Coaches and athletic staff are encouraged to maintain current CPR/AED certification.

Prior to athletic events held off of school grounds, the Activities Director will communicate with the hosting venue regarding the availability and location of AEDs at the event location. In the event an athletic event is being held in a location where an AED is not housed, arrangements should be made by the Activities Director to ensure that a portable is available for use.

When arriving at the event location, the coach is responsible for locating the host venue's AED and emergency contact. If one is available, the host site's own emergency plan should be followed. If a plan does not exist at the host site, staff should call 911 and start CPR immediately without waiting on equipment in the event of a cardiac emergency.

8. Annual Board Review

The school board reviews the effectiveness of this plan annually, incorporating drill results and any after-action findings.