



Hastings Public School District
ISD #200

806.1PR CARDIAC EMERGENCY RESPONSE PLAN (CERP)

I. PURPOSE

Hastings Public Schools has developed and implemented the following Cardiac Emergency Response Plan (CERP) to ensure our staff, coaches, and students are prepared to respond to a sudden cardiac arrest (SCA) that occurs on school property. SCA is the sudden and unexpected loss of heart function where the heart stops beating due to an irregular heart rhythm, in which case immediate medical attention is required. The CERP complies with Minnesota Statute 2025, section 121A.241 Cardiac Emergency Response Plan.

II. CONTACT PERSON

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Hastings Public Schools
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gmazzali@isd200.org

III. RESPONSIBILITIES

Hastings Public Schools has assigned the following categories of responsibility to ensure the effective implementation and review of this CERP:

A. District Administrator(s)

1. Provide overall support and resources needed to successfully implement the CERP
2. Select a CERP Coordinator
3. Ensure annual approval of the CERP by the school board

B. School Administrator(s)

1. Select a Building CERT (Cardiac Emergency Response Team)
2. Ensure CERT members are trained in CPR/AED
3. Ensure CERT members have two-way communication devices with coverage throughout campus (inside and outside)
4. Ensure the CERP is distributed annually to all staff

C. CERP Coordinator(s)

1. Facilitate the overall development, implementation and evaluation of the written plan
2. Plan, facilitate and participate in the annual CERP drill at the beginning of the school year
3. Purchase and register new AED units
4. Order replacement AED equipment (batteries, pads), as needed
5. Determine proper location of AED units throughout campus (inside and outside)
6. Ensure monthly AED inspections are completed
7. Participate in the annual review of the CERP

D. Cardiac Emergency Response Team (CERT):

1. Act as a building first responder in the event of a sudden cardiac arrest on campus
2. Maintain CPR and AED certification
3. Participate in the development and annual review of the CERP and provide recommendations for improvement
4. Participate in the annual CERP drill and debrief

E. Staff and Coaches

1. Become familiar with the building CERP
2. Recognize the signs of sudden cardiac arrest (SCA)
3. Understand how to initiate the building emergency medical response protocol
4. Call 911 to activate emergency medical services whenever a SCA is witnessed
5. Know the location of AEDs inside and outside of the building
6. Coaches receive additional cardiac emergency response training through the Athletics Emergency Action Plan

IV. CARDIAC EMERGENCY RESPONSE TEAM (CERT)

Hastings Public Schools has established a CERT at each school. CERT members have been trained to respond to emergency medical situations and act as first responders in our buildings. The CERT conducts an annual cardiac emergency response drill at the beginning of each

school and participates in the annual review of the CERP. See Appendix E for CERT drill records.

School staff who are considered good candidates for the CERT include, school nurses, physical education teachers, activities director, athletic trainers, coaches, playground supervisors, and other staff who supervise before school and after school activities.

Members of Hastings Public School's Cardiac Emergency Response Team are documented in Appendix D.

V. AUTOMATED EXTERNAL DEFIBRILLATORS (AEDs)

AEDs are devices used to analyze the heart's rhythm and, if necessary, deliver an electrical shock, to restore normal rhythm. AEDs are lifesaving devices designed to be easy to use with visual and audio guidance. The U.S. Food and Drug Administration (FDA) and state agencies regulate AEDs.

According to Minnesota State Law 604A.01, also known as the Good Samaritan law, the non-professional user of an AED is exempt from civil liability. The law places a legal duty on people to provide reasonable assistance to others that have been exposed to or are in peril of grave physical harm. The purpose of the Good Samaritan law is to encourage non-emergency personnel to help those in peril. The law protects lay people from civil liability for negligence committed while voluntarily providing emergency care. The immunity exists both at the scene of the emergency and while transporting someone to a location where professional care can be rendered.

A. Placement

Hastings Public Schools has placed AEDs throughout the buildings. The AEDs are installed in easily accessible, high traffic areas of the buildings, such as main hallways, cafeterias, and gymnasiums. Our goal is to place enough AEDs throughout the campus to allow for retrieval to the scene within 3 minutes of being notified of a potential cardiac emergency. In addition, portable AEDs are available for coaches or athletic trainers to bring to athletic practices and events.

A complete inventory of AEDs can be found in Appendix B. A site map with AED locations can be found in Appendix C.

Each AED is stored in an unlocked case with the device's readiness indicator facing outward and visible signage in the vicinity that clearly indicates the location of the device with AED use instructions available.

Adult pads are available in each AED case. The adult pads can be used for children if pediatric pads are not available.

B. Registration

Minnesota Statutes 2025, section 403.51, states that a person who purchases or obtains a public access AED shall register that device with an AED registry within 30 working days of receiving the AED. The CERP Coordinator is responsible for registering AEDs with the National Emergency AED Registry (NEAR) through the PulsePoint Foundation at <https://www.pulsepoint.org/pulsepoint-aed>.

C. Inspections and Maintenance

The building nurse is responsible for monthly inspections of the AEDs, storage cabinets and CPR kits to verify all supplies are accounted for and functioning properly. These inspections are documented on a checklist, online system and maintained by the building nurse. Completed inspection forms are collected at the end of each school year and are available upon written request to the Superintendent's office.

When an AED needs service, the person conducting the inspection notifies the CERP Coordinator. The AED batteries and pads are replaced prior to their expiration date. AED units are replaced roughly every 8-10 years, or sooner if discontinued, recalled, or showing alerts.

If a district-owned AED is used, the CERP Coordinator must be notified so that the pads and batteries can be replaced.

VI. INSTRUCTION, TRAINING, AND DRILLS

To ensure a coordinated and rapid response to cardiac emergencies within our schools and at our district-sponsored activities, Hastings Public Schools requires all staff and coaches to review the CERP at the beginning of each school year along with instructions for how to initiate the school emergency response team, locations of AEDs in the building, and a reminder to call 911 upon witnessing a cardiac emergency.

A. CPR Training

All staff and coaches are also encouraged to attend annual CPR training which is provided periodically throughout the school year. CPR training includes:

- How to recognize sudden cardiac arrest
- How to perform chest compressions (Hands-Only CPR)
- How to use an AED

CPR training records are maintained by the District School Nurse.

B. CPR & AED Instruction for Secondary Students

Hastings Public Schools provides onetime CPR and AED instruction as part of our curriculum for students in grades 7 to 12 as required by Minnesota Statutes 2025, section 120B.236a. A drill will be included as part of the student instruction.

C. CERT Drills

Each school's CERT conducts at least one annual cardiac emergency response drill led by a school nurse at each building. The drills allow the response team to practice key elements of the CERP including effective communication, availability of CPR/AED certified responders, identification of roles and responsibilities, access to AEDs, and coordination with onsite local first responders. The goal of each drill is to successfully complete the cardiac emergency response procedures in 5 minutes or less.

At the end of each drill, CERT members will conduct a post-drill debrief to analyze performance, focus on what went well and identify areas for improvement.

Recommendations will be shared with the CERP Coordinator and necessary changes will be incorporated in the CERP. See Appendix E for a sample CERT drill record form. Drill records are maintained by building administration.

VII. PLAN DISTRIBUTION AND COMMUNICATION

The CERP is distributed to all staff, coaches, and local first responders at the start of each school year as required by Minnesota Statutes 2025, section 121A.241 subdivision 2(4). The CERP Coordinator is responsible for plan distribution, including the police chief and fire chief.

VIII. RECORDKEEPING AND ANNUAL REVIEW

The CERP Coordinator is responsible for maintaining applicable training and drill records as well as the AED inspection records.

The CERT members are responsible for reviewing the CERP annually and providing recommendations to district and building administration, as needed. These recommendations will be shared with the School Board as part of their annual review as required by Minnesota Statutes 2025, section 121A.241, subdivision 2(6).

IX. APPENDICES

- A. Annual Review Form
- B. CERP Protocol
- C. AED Inventory
- D. AED Site Maps
- E. Cardiac Response Team(s) (CERT)
- F. CERT Drill Records

X. REFERENCES

Minnesota Department of Education. *Model Cardiac Emergency Response Plan for Schools*.
Revised November 1, 2025.

Minnesota Statutes § 121A.241 (2025). “Cardiac Emergency Response Plan.” Minnesota
Legislature, Office of the Revisor of Statutes.

Minnesota Statutes § 120B.236 (2025). “CPR and AED Instruction.” Minnesota Legislature,
Office of the Revisor of Statutes.

Minnesota Statutes § 121A.035 (2025). “Crisis Management Policy.” Minnesota Legislature,
Office of the Revisor of Statutes.

Minnesota Statutes § 403.51 (2025). “AED; Registration.” Minnesota Legislature, Office of the
Revisor of Statutes.

Minnesota Statutes § 604A.01 (2025). “Good Samaritan Law.” Minnesota Legislature, Office
of the Revisor of Statutes.

Policy Reviewed: 09.16.2026

Policy Adopted:

Policy Revised:

Appendix A
Hastings Public Schools Annual Review Form
Cardiac Emergency Response Plan (CERP)

Certification

I certify that I have reviewed the information provided and accept this written management plan. With assistance from our EHS consultant, the district will implement the policies and procedures noted within this plan. The written plan is a working document that will be reviewed and revised annually, or as needed.

Print Name

Signature

Date

Program reviews and follow-up of program-related issues are documented below.

Date	Actions/Comments	Reviewed By

Appendix B

Cardiac Emergency Response Protocol

Scenario: A person is found on the ground, not responding to verbal prompts or physical touch. The person is observed to have abnormal breathing (irregular breaths, gasping, or not breathing at all) and may begin to show seizure-like movements or convulsions. **YOU NEED TO TAKE IMMEDIATE ACTION.**

1. Recognize signs of Sudden Cardiac Arrest (SCA). Signs may include one or more of the following:
 - o Not moving, unresponsive, or unconscious
 - o Not breathing normally (e.g., person may have irregular breathing patterns, gasping or gurgling, or may not be breathing at all)
 - o Seizure or convulsion-like movements
2. The first school staff member to observe the unresponsive person will call 911 or designate another adult to call 911.
 - o Provide location address
 - o Explain the person's condition/symptoms
 - o Listen carefully to the dispatcher for additional guidance
 - o Stay on the line and answer dispatch questions
3. Once 911 has been called, activate the cardiac emergency response team (CERT) immediately using the Raptor System. Use a calm, clear voice to call the office and state, **"There is a cardiac emergency in [name specific location] and 911 has been called."**
4. The first staff member who found the unresponsive person should also designate someone to retrieve and deliver an AED from the nearest location to the emergency. Often a team member enroute to the scene can retrieve the AED the fastest.
5. The first staff member at the scene of the emergency should also start CPR using Hands-Only CPR (if they are not CPR certified), as an effective response that increases chance of survival until a CERT member or EMS arrives on scene).
 - o Place the person on their back on a firm flat surface.
 - o Using two (2) hands place the heel of one hand in the center of the chest, on the lower half of the breastbone, with the other hand directly on top (or one hand for smaller children), pushing hard and fast to a depth of about 2 inches (or one-third the depth of the chest for smaller children). You can lift or interlock fingers to keep them off the chest.
 - o Conduct 100-120 compressions per minute, allowing the chest to rise fully between compressions.
 - o If you are able and willing to provide rescue breaths, use a CPR barrier mask and provide 2 breaths after 30 compressions.
 - o Continue compressions until help arrives.

6. School administrators or office staff should follow communication procedures within the Crisis Management Plan for placing the school in a **HOLD** status for a medical emergency; and alerting CERT members using a two-way communication system to the location of the medical emergency.
7. CERT members should report to the emergency location and respond based on their assigned roles and responsibilities, ensuring CPR certified staff remain on scene; and additional staff are securing the location and available at entry points to quickly direct EMS personnel to the scene.
8. When the AED arrives, turn the device on immediately.
9. Follow the AEDs' visual and audio prompts for pad placement and shock advisement. ***Note: the AED will only deliver electrical shocks if advised by the device.*** Continue CPR, rotating staff performing chest compressions as needed, until the affected person becomes responsive or an EMS takes over.
10. Transfer care to EMS upon their arrival reporting the time the unresponsive person was found and when CPR began.
11. Designate a CERT member to document the emergency, noting the time the event began, when CPR was initiated, when and if the AED delivered a shock, the time EMS arrived on scene and assumed control of the emergency response, and the person's condition when care was transferred to EMS.
12. A school administrator or office staff should notify emergency contacts for the unresponsive person following the communication procedures outlined in the Crisis Management Plan.
13. Medical providers evaluating the person following the emergency response may request information about what the person was doing at the time of the event, as well as retrieval of data from the AED to determine proper treatment. EMS personnel may request that the school send the AED with the person to the hospital.
14. CERT members should allow for time following the event to debrief the outcome of the cardiac emergency; and complete an after-action review to identify successes and areas needing improvement, updating plans and protocols accordingly.
15. A plan should be developed for supporting staff and/or student mental health needs following their participation in or observation of a medical emergency response on campus. The plan should include staff support through the Employee Assistance Program (EAP) or the Regional Crisis Response Team. Staff may also engage with school-employed mental health professionals to evaluate post-event trauma and identify students who may need additional care and support following the emergency event.

Appendix C
AED Inventory and Inspections

(Inspection data is available upon written request to the Superintendent's Office)

Building	Physical Location	Device	Model	Serial Number
Athletic	HHS#1 (Portable)	HeartSine	450P	19G00005558
Athletic	HHS#2 (Portable)	HeartSine	450P	19G00008770
Athletic	HHS#3 (Portable)	HeartSine	450P	19G00007202
Athletic	HHS#4 (Portable)	HeartSine	450P	19G00008479
Athletic	HHS#5 (Portable)	HeartSine	450P	19G00004071
Athletic	HHS#6 (Portable)	HeartSine	450P	20G00002085
Athletic	HHS#7 (Portable)	Physio	Express	47851459
High School	Trainer's Office (Portable)	Physio	Lifepak CR2	51715038
High School	HS ALC Wing	Physio	Lifepak CR2	51715024
High School	HS Gym 1st floor next to trainer office	Physio	Lifepak CR2	50352338
High School	HS (A210) 2nd floor near elevator	Physio	Lifepak CR2	50354843
High School	HS 2nd floor outside principal's office	HeartSine	450P	20G00001765
Kennedy	Kennedy Elem lobby	Physio	Lifepak CR2	50306489
McAuliffe	McAuliffe Elem lobby	Physio	Lifepak CR2	50355488
Middle School	MS by office main hallway	Physio	Lifepak CR2	50306478
Middle School	MS hallway near gyms	Physio	Express	47535615
Middle School	MS 2nd floor by room 215 between boys toilet and stair well	HeartSine	450P	20G00000836
Pinecrest	Pinecrest Elem lobby	Physio	Lifepak CR2	50304555
Tilden	Tilden Community Center Senior Center hallway	Physio	Lifepak CR2	50305949
Todd Field	Outside Concession stand on south side of building	Physio	Lifepak CR2	55272799

Appendix D
AED Site Maps



Hastings High School

1st Floor - Fire
Evacuation / Severe
Weather Shelters

Date: 3/22/2026

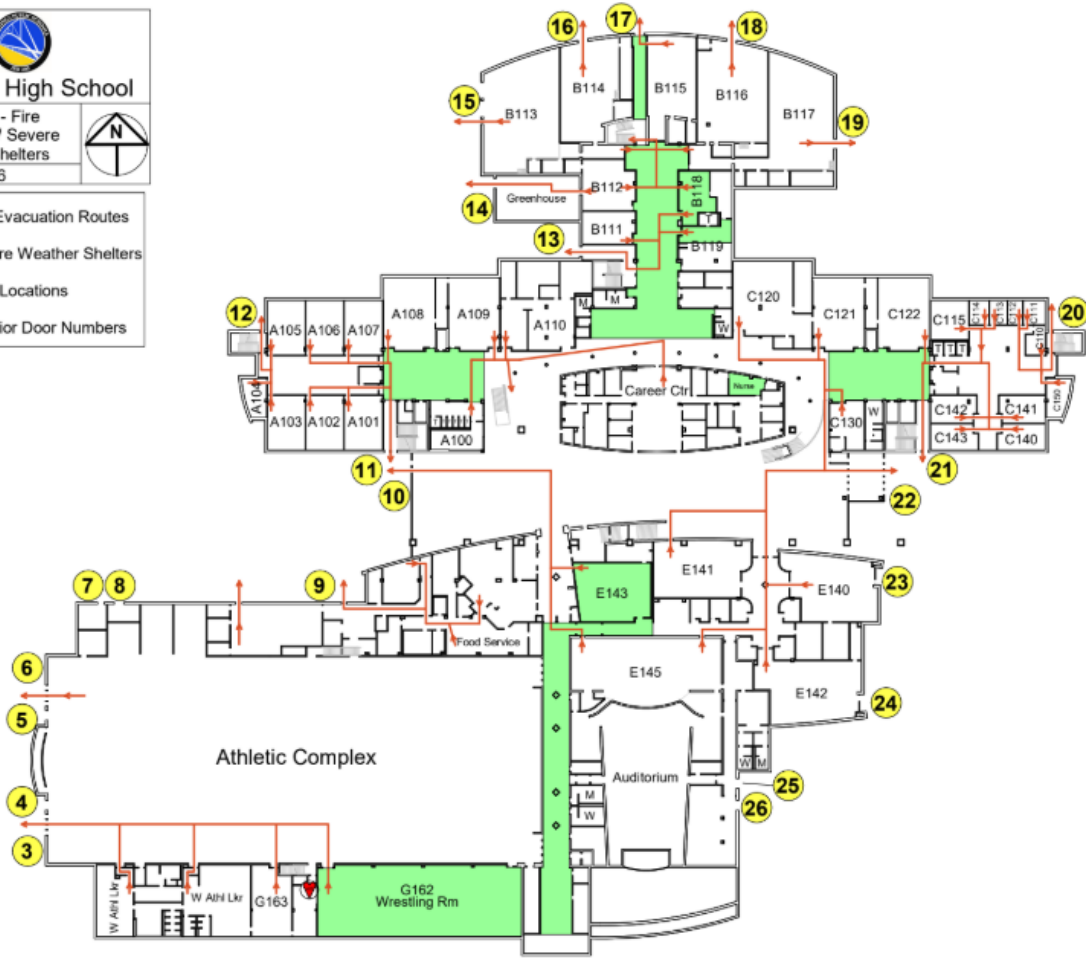


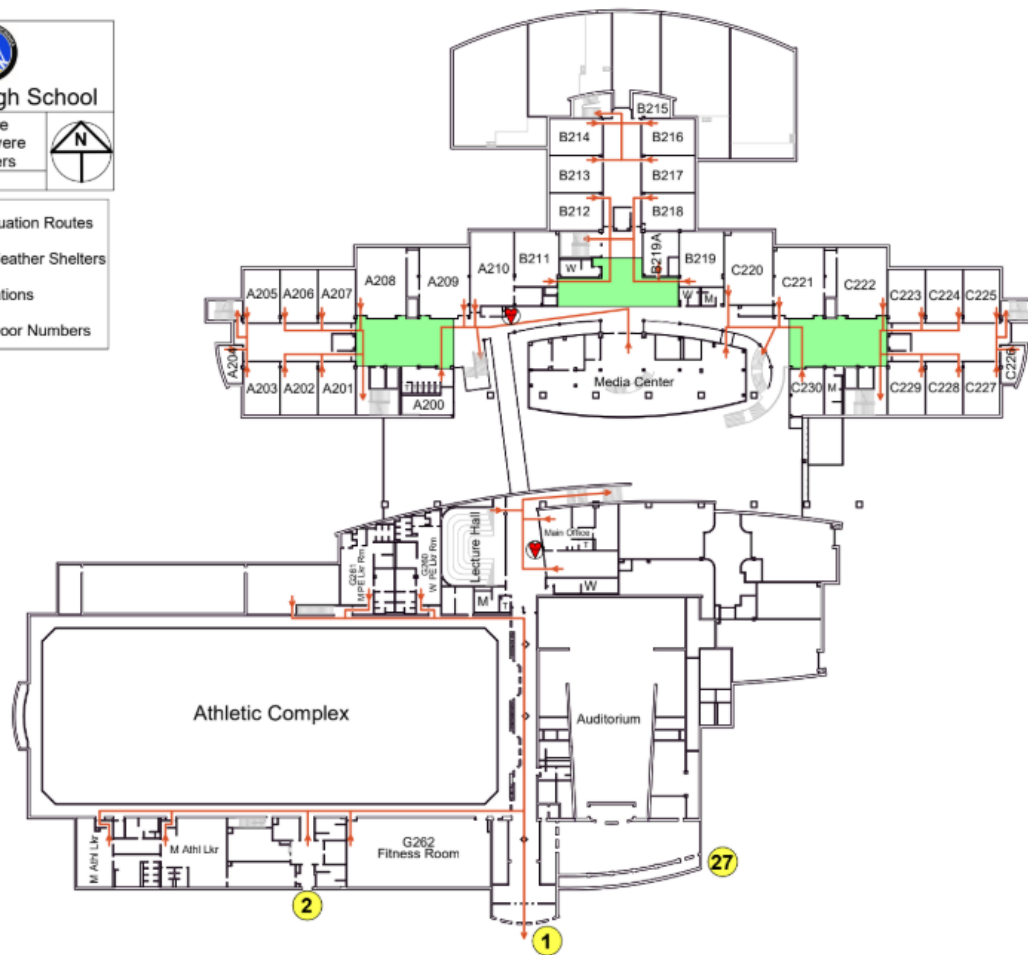
 Fire Evacuation Routes

 Severe Weather Shelters

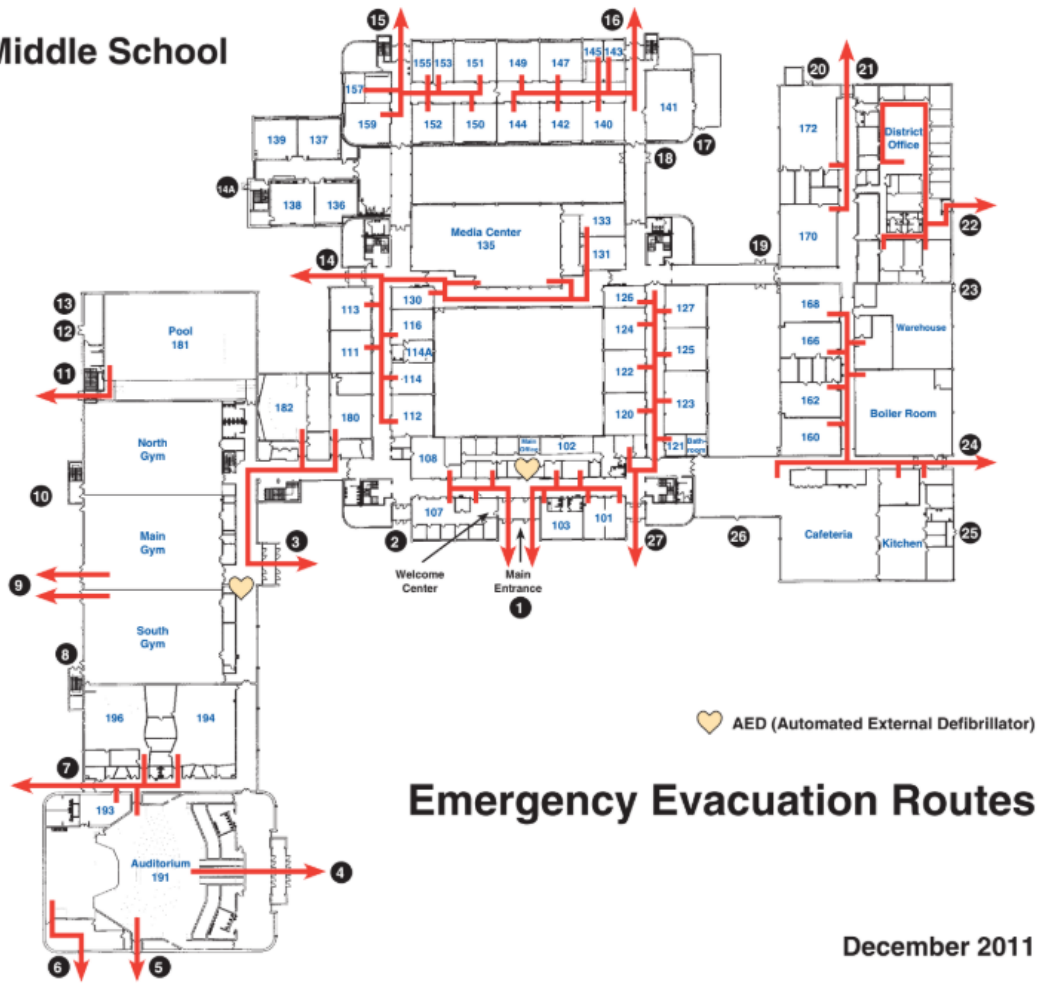
 AED Locations

 Exterior Door Numbers

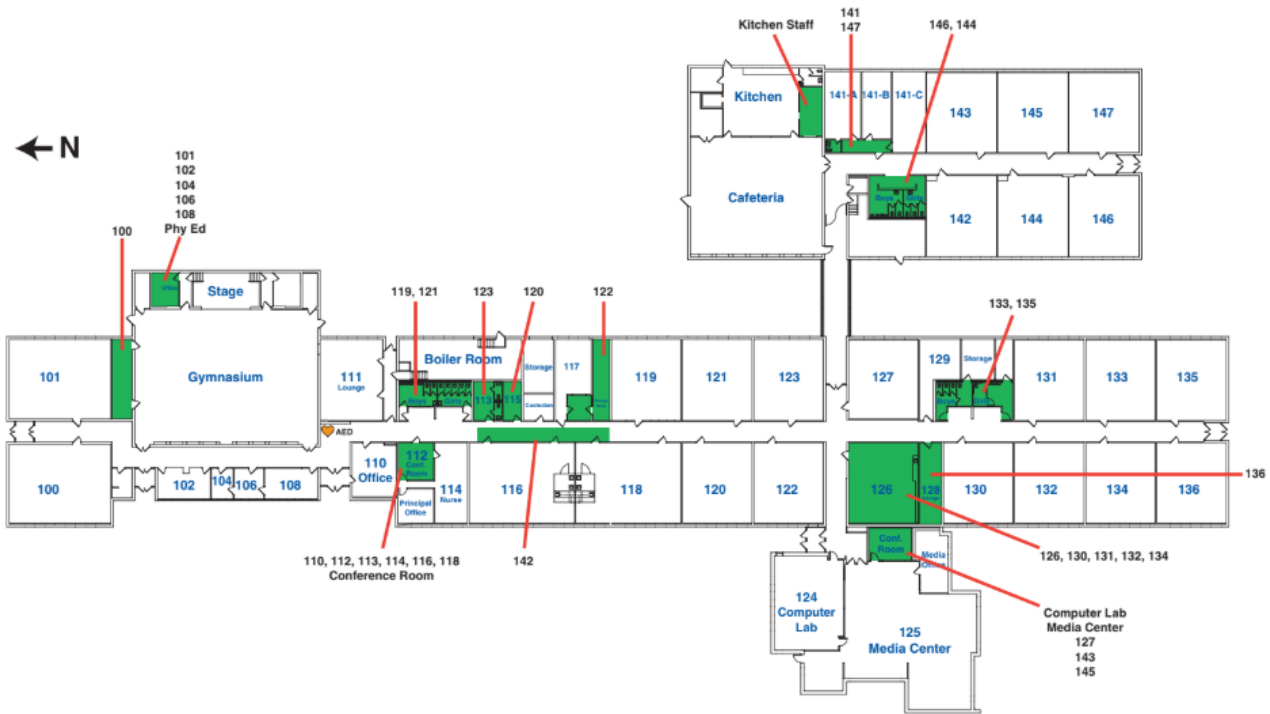




Hastings Middle School First Floor



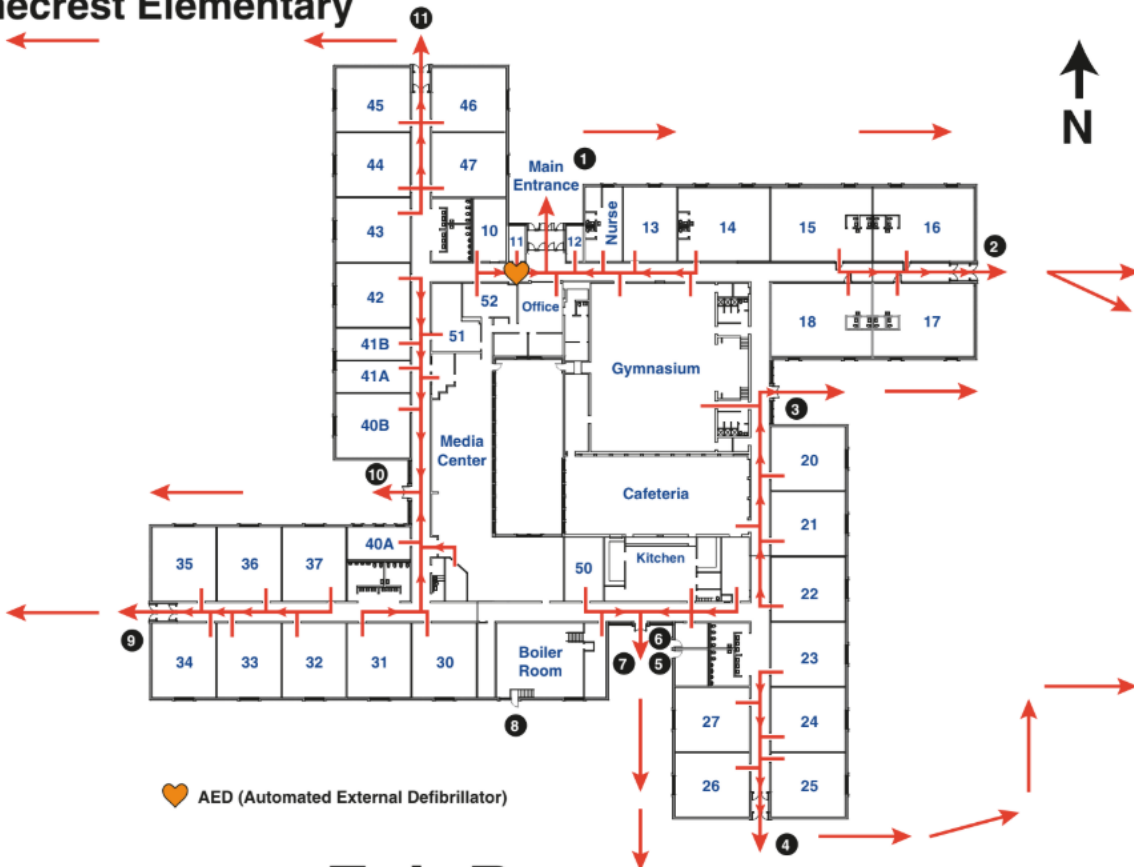
John F. Kennedy Elementary



Severe Weather Shelter

December 2011

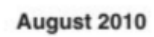
Pinecrest Elementary



Emergency Exit Routes

November 2014

↑
N



Tilden Community Center



December 2011



AED (Automated External Defibrillator)

Appendix E
Cardiac Emergency Response Team(s)

Tilden	Kennedy	McAuliffe	Pinecrest
Kari Gorr	Kyle Latch	Matt Esterby	Paul Bakker
Mary Ellen Fox	Ruthie Wolkerstorfer	Jon McTague	Cheryl Niebur
Sarah Anderson	Larissa Jording	Mackenzie Lucas Kennedy	Beth Decker
Jen Johnson	Amanda Pommerening	Bernie Vargas	Jamie Clark
Jaci Hansey	Maria Paulson	Katie McBride	Michaela Burr
Robert Halberg	Will Van Duzer	Melinda Zajac	Tom Brenny
Kim Sill	Dave Clark	Kris Dehmlow	McKenzie DeBuono
Anna Tlougan	MacKenzie Condon	Cheryl Maniak	Garrett Retka
	Kim Meier		

Middle School	High School
Ryan Wynn	Scott Doran
Ellen Rademacher	Suzanne Kolpin
Katie Cassidy	Michael Smiley
Erin Stewart	Kim Hoff
Jade Achman	Naomi Marietta
Megan Latch	Kristina Cook
Brooke Johnson	Sue Beskau
Scott Addyman	Steve Peterson
Mike Green	Trent Hanson
Myles Knutson	
Matt Stolte	
Jessica Bright	
Rachel Reinert	
Lyndsey Wilson	
Officer Jim Domeier	

Appendix F
Cardiac Emergency Response Drill Records Form



Building: _____

Trainer/Building Nurse: _____

Date of Training: _____

Training records and completion logs are maintained locally at each building under the responsibility of building administration.

Agenda:

- **Introduction**
 - Walk through a cardiac emergency
- **First Response Team**
 - Responsibilities and Procedures
 - Example Situations
 - Building-specific Meetings
 - Code Words: "Medical Emergency team"
- **Question and Answer Period**

Print Full Name	Department	Signature