

## CARDIAC EMERGENCY RESPONSE PLAN

For Charter Schools · In Accordance with Minnesota Statutes 2025, Section 121A.241

|                              |                                                                              |
|------------------------------|------------------------------------------------------------------------------|
| <b>Charter School Name</b>   | Crosslake Community Schools (District 4059)                                  |
| <b>Building Address</b>      | 35808 County Road 66, Crosslake, MN 56442<br>(mailing: PO Box 1020)          |
| <b>Date Adopted by Board</b> | DRAFT — recommended for adoption<br>September 28, 2026                       |
| <b>Date Last Revised</b>     | September 18, 2026 (update each school<br>year)                              |
| <b>CERP Coordinator</b>      | Gina Anderson, School Nurse's Aide, with<br>Dan Fischer, In-Person Principal |

*This plan becomes effective upon adoption by the School Board and serves as an addendum to the district's Crisis Management Policy (Policy 806) and the Districtwide Crisis Manual (Board approved August 24, 2026).*

## Section 1: Purpose

This Cardiac Emergency Response Plan (CERP) establishes the procedures Crosslake Community Schools (CCS) follows to prepare for and respond to cardiac emergencies on school property and at school-sponsored activities, in accordance with Minnesota Statutes 2025, section 121A.241, to reduce death from sudden cardiac arrest (SCA) in the school setting. Upon Board adoption, this CERP becomes an addendum to the district's Crisis Management Policy; it is routed to district legal counsel (Ratwik, Roszak & Maloney) with the district's other crisis materials.

## Section 2: Key Terms and Abbreviations

AED — automated external defibrillator. CERP — cardiac emergency response plan. CERT — cardiac emergency response team. CPR — cardiopulmonary resuscitation. EMS — emergency medical services (9-1-1). SCA — sudden cardiac arrest: a sudden, unexpected loss of heart function where the heart stops beating due to an irregular rhythm.

## Section 3: Recognizing Sudden Cardiac Arrest

SCA can happen without warning to any person at any age, including children and athletes who appear healthy. Signs (one or more may be present): the person is not moving, unresponsive, or unconscious; breathing is abnormal — irregular, gasping, gurgling, or absent; seizure-like movements or convulsions. SCA may also occur when a person collapses shortly after a firm, sudden, direct blow to the chest. SCA is not the same as a heart attack — it is an electrical problem that stops the heart suddenly. Immediate CPR and AED use more than doubles the

chance of survival.

## Section 4: Cardiac Emergency Response Team (CERT)

**CERP Coordinator:** Gina Anderson, School Nurse's Aide — responsible for development, distribution, training coordination, and evaluation of this plan, supported by Dan Fischer, In-Person Principal.

**CERT Members.** The CERT operates within the District Action & Response Team (DART) structure in the Districtwide Crisis Manual and is sized to account for absences and turnover, with classroom coverage arranged when members must leave their duties. Best practice: at least five staff or 10% of school staff, 50% of coaches, and 50% of physical educators hold current CPR/AED certification.

| Staff Name                         | Title / Role                | CERT Role                                    | CPR/AED Certified? / Expiration               |
|------------------------------------|-----------------------------|----------------------------------------------|-----------------------------------------------|
| Gina Anderson                      | School Nurse's Aide         | CERP Coordinator; lead responder             | Pull from HR training records (Kelly Bittner) |
| Dan Fischer                        | In-Person Principal         | Incident administrator; EMS liaison          | Pull from HR training records                 |
| Lisa Schumacher                    | PE/Health/DAPE Teacher      | CPR responder; student CPR instruction       | Pull from HR training records                 |
| Deb Marty                          | Front Office                | 9-1-1 caller; PA announcement; documentation | Pull from HR training records                 |
| Bud Roberts                        | Facilities Manager          | AED maintenance; EMS entry point             | Pull from HR training records                 |
| Kris Fjelstul                      | School Social Worker        | Crowd management; post-event support         | Pull from HR training records                 |
| Additional CPR/AED-certified staff | Per HR certification roster | Responders / AED retrievers                  | Per HR roster                                 |

**CERT Communication Plan.** Primary: overhead PA announcement — a calm, clear voice states, "There is a cardiac emergency in [specific location] and 911 has been called." (The PA system upgrade through Tremolo Communications, funded by the state building and cybersecurity grant, strengthens this capability.) Backup: front office phone tree from the main line, (218) 692-5437, to CERT members' rooms. Staff activate the CERT by calling or notifying the front office with the exact location.

## Section 5: AED Equipment

**Procurement.** CCS purchases FDA premarket-approved AEDs and accessories, using cooperative purchasing, grants, or community partnerships as available.

**Locations.** AEDs are installed in high-traffic, unlocked, accessible locations with readiness indicators facing outward and signage marking each location; placement allows retrieval and delivery to the scene within 3 minutes anywhere on campus.

| # | Location / Description                               | AED Model / Serial #          | Pad Expiration                | Battery Expiration            |
|---|------------------------------------------------------|-------------------------------|-------------------------------|-------------------------------|
| 1 | First floor, front main entrance (near front office) | Record on first monthly check | Record on first monthly check | Record on first monthly check |
| 2 | Gymnasium                                            | Record on first monthly check | Record on first monthly check | Record on first monthly check |
| 3 | Second floor hallway                                 | Record on first monthly check | Record on first monthly check | Record on first monthly check |

Each AED case is stocked with adult pads, pediatric pads (adult pads may be used if pediatric pads are unavailable), latex-free gloves, a razor, scissors, and a CPR barrier mask. The main-entrance unit (#1) serves as the portable unit for outdoor and athletic activities on campus.

**Maintenance.** Routine AED maintenance is the responsibility of Bud Roberts, Facilities Manager, with Gina Anderson. Monthly visual checks confirm the readiness indicator, pad and battery expiration dates, and that each case is accessible, unlocked, and fully stocked; results are documented on the AED Maintenance Log (Appendix B) beginning with the October 2026 check, which also records model, serial, and expiration data in the table above.

**Registry.** Minnesota law requires registering each public access AED within 30 working days of receipt (Minn. Stat. § 403.51). CCS registers all three units with the National Emergency AED Registry (NEAR) through the PulsePoint Foundation ([pulsepoint.org](http://pulsepoint.org); [support@pulsepoint.org](mailto:support@pulsepoint.org)); the CERP Coordinator verifies registration status as part of the first monthly check.

## Section 6: Communicating the Plan

This CERP is distributed at the start of each school year to all staff with the Districtwide Crisis Manual and to relevant local emergency responders (Minn. Stat. § 121A.241, subd. 2(4)). The CERP Coordinator updates and distributes the plan annually. Distribution methods: all-staff distribution with the Crisis Manual during workshop week; the response protocol posted at each of the three AED locations, in the gymnasium, health office, staff break room, and main office; a copy on file with Crosslake Fire & Rescue and local EMS; and the plan stored in the district Shared Drive for staff access.

## Section 7: Coordination with Local

# Emergency Medical Services

CCS coordinates with local emergency responders, who are provided a copy of this CERP, facility diagrams and site plans, and the locations of all AEDs. Local response is dispatched through Crow Wing County 9-1-1; the primary responding agencies are Crosslake Fire & Rescue and the area ambulance service (agency contact card maintained in the front office and the Crisis Manual). The In-Person Principal and CERP Coordinator review EMS coordination annually so responders have current building and AED information, consistent with the Crisis Manual's practice of sharing site information with first responders.

## Section 8: CPR and AED Training

**Annual training for all staff:** review of this CERP, recognizing SCA, activating the CERT and 9-1-1, AED locations, and Hands-Only CPR — delivered with the district's annual safety training rollout alongside I Love U Guys/SRP training.

**Certification:** CERT members, coaches/activity leads, and staff who regularly supervise student physical activity obtain CPR/AED certification through a nationally recognized organization (American Heart Association or American Red Cross), renewed at least every two years; certifications are tracked by the HR/Business Manager with other mandatory training records.

**Student instruction (grades 7–12):** in-person students in grades 7–8 receive CPR/AED instruction through Physical Education/Health with the PE/DAPE teacher; online students in grades 7–12 receive the instruction through the health curriculum, with hands-on practice offered at in-person events. Instruction need not result in certification (Minn. Stat. § 120B.236).

**Training schedule:** all-staff CERP review during back-to-school workshop week; CERT certification and renewals coordinated each fall through HR; activity-lead refreshers before major event seasons.

## Section 9: Annual Practice Drills

Minnesota law requires at least one cardiac emergency response drill per year (Minn. Stat. § 121A.241, subd. 2(5)); the American Heart Association recommends two, one of which may be a tabletop exercise, with a successful drill completing the full protocol in 5 minutes or less. CCS conducts one full drill and one tabletop exercise each year, documented in the Crisis Manual drill log alongside lockdown, fire, and tornado drills. SY 2026-27 schedule: full drill in fall (set on the drill calendar by the In-Person Principal following SRP training) and a spring tabletop with DART/CERT members. Each drill tests recognition, communication and CERT activation, CPR initiation, AED retrieval and deployment, EMS coordination, and real-time documentation.

## Section 10: Step-by-Step Response Protocol

1. **RECOGNIZE** signs of SCA: unresponsive; abnormal or absent breathing; seizure-like

movements.

2. **CALL 9-1-1** (or designate another adult): give the building address (35808 County Road 66, Crosslake), describe the condition, follow the dispatcher, stay on the line.
3. **ACTIVATE THE CERT** via the front office/PA: "There is a cardiac emergency in [location] and 911 has been called."
4. **RETRIEVE THE AED** — designate someone to bring the nearest of the three units.
5. **BEGIN CPR** immediately (Hands-Only CPR is effective without certification): firm flat surface; heel of hand center-chest; push hard and fast at least 2 inches deep, 100–120/minute; full chest recoil; 2 rescue breaths per 30 compressions with a barrier mask if trained and willing; continue until help arrives.
6. **SECURE THE AREA** — the office places the school in a Standard Response Protocol **Hold** for medical emergency; staff clear students and hold at entry points to guide EMS.
7. **CERT MEMBERS RESPOND** per assigned roles (CPR, AED, documentation, crowd control, EMS entry).
8. **DEPLOY THE AED** on arrival; follow voice/visual prompts; the device shocks only if advised; continue CPR between prompts, rotating compressors.
9. **TRANSFER CARE TO EMS**, reporting discovery time, CPR start time, and any shocks delivered.
10. **DOCUMENT** — a designated CERT member records discovery time, CPR start, shocks and times, EMS arrival/transfer, and condition at transfer, on the Crisis Manual incident report.
11. **NOTIFY EMERGENCY CONTACTS** per the Crisis Manual communication procedures (Superintendent serves as District Spokesperson).
12. **AED DATA AND RETURN** — EMS may take the AED with the patient; the CERP Coordinator contacts the hospital within 24 hours to arrange its return, and until it is back in service the remaining units cover the building with the gap noted to staff.
13. **DEBRIEF** — CERT after-action review; the Board reviews plan effectiveness annually.
14. **SUPPORT MENTAL HEALTH NEEDS** — staff support through the EAP; students supported by the school social worker, counselors, and the district's ReGroup school-linked mental health partnership; Regional Crisis Response Team contacted if needed.

## Section 11: School-Sponsored Activities and Athletic Events

This plan covers all school-sponsored activities on and off school grounds (Minn. Stat. § 121A.241, subd. 2(7)). At least one AED is available at activities and events on campus — the gymnasium unit covers indoor events and the portable main-entrance unit covers outdoor activities, field areas, and community events (e.g., school and community events such as the chili cook-off and parades). For off-site events and field trips, the supervising staff member confirms AED availability with the host facility before the event; a CPR/AED-trained staff member is present at physically active events, and activity leads are CPR/AED trained. CCS activities operate as clubs and activities led by the engagement leads with their principals; the same coverage expectations apply to them as to interscholastic athletics.

## Section 12: Annual Review and Evaluation

The School Board reviews and evaluates this CERP annually (Minn. Stat. § 121A.241, subd. 2(6)), together with the Districtwide Crisis Manual review, based on current best practices, after-action reviews, drill outcomes, and changes in staff, equipment, layout, or activities.

| School Year | Review Date                      | Reviewed By            | Key Updates Made                  |
|-------------|----------------------------------|------------------------|-----------------------------------|
| 2026-27     | September 28, 2026<br>(adoption) | CCS Board of Education | Initial adoption under § 121A.241 |
| 2027-28     |                                  |                        |                                   |

## Section 13: Legal References

Minn. Stat. 2025 § 121A.241 (Cardiac Emergency Response Plan); § 121A.035 (Crisis Management Policy); § 120B.236 (CPR and AED Instruction for Secondary Students); § 403.51 (AED Registration); § 604A.01 (Good Samaritan Law)

## Appendix A: Resources for Schools

American Heart Association CERP implementation guide ([cpr.heart.org](http://cpr.heart.org)); Project ADAM Minnesota — free CERP assistance ([childrensmn.org](http://childrensmn.org), "Project ADAM"); Parent Heart Watch toolkits and AED grants ([parentheartwatch.org](http://parentheartwatch.org)); Sudden Cardiac Arrest Foundation AED funding ([sca-aware.org](http://sca-aware.org)); PulsePoint Foundation / NEAR AED registry ([pulsepoint.org](http://pulsepoint.org)).

## Appendix B: Planning and Evaluation Tools

Project ADAM resources at [projectadam.com/Heartsafeschools](http://projectadam.com/Heartsafeschools): CERP Program Checklist; Building a CERT; Choosing an AED; AED Placement Assessment; AED Maintenance Log; Drill Checklist; Drill Planning Guide; Incident AED Report Form; Post-SCA Incident Debriefing.

## Appendix C: AED Site Map

Attach the campus floor plan with the three AED locations marked (1 — first floor front main entrance; 2 — gymnasium; 3 — second floor hallway), labeled to match the Section 5 table. Use the safe-zone/building walk-through already planned for the Crisis Manual to produce one map serving both documents; distribute with copies provided to EMS and post near each AED.

## Appendix D: School Board Adoption

# Signature Page

This Cardiac Emergency Response Plan was reviewed and adopted by the Crosslake Community Schools Board of Education on the date below and becomes an addendum to the district's Crisis Management Policy.

Jared Griffin, Board Chair \_\_\_\_\_ Date \_\_\_\_\_

Dan Fischer, In-Person Principal \_\_\_\_\_ Date \_\_\_\_\_

Gina Anderson, CERP Coordinator \_\_\_\_\_ Date \_\_\_\_\_

**Next Required Annual Review Date:** August 2027 (with the annual Crisis Manual review)