



Cardiac Emergency Response Plan

Nevis Public Schools ISD 308

Date adopted by School Board:

Date of Last Revision:

Cardiac Emergency Response Plan

This plan template is based on the Minnesota Department of Education's (MDE's) model plan guidance for school districts and charter schools to meet the requirements in [Minnesota Statutes 2025, section 121A.241](#) and [Minnesota Statutes 2024, section 121A.035](#) and supports a school's development of a cardiac emergency response plan (CERP).

Purpose and Integration

The CERP provides a comprehensive strategy for responding to sudden cardiac arrest (SCA) on school grounds. The plan should become an addendum to the **Crisis Management Policy** and be included in a building-level crisis management plan under crisis-specific procedures for cardiac emergencies.

List of Abbreviations

Abbreviations	Definitions
AED	automated external defibrillator
CERP	cardiac emergency response plan
CERT	cardiac emergency response team
CPR	cardiopulmonary resuscitation
EMS	emergency medical services
SCA	sudden cardiac arrest

Definition of Sudden Cardiac Arrest

Sudden cardiac arrest (SCA), as defined by the American Heart Association, as a sudden and unexpected loss of heart function caused by an irregular heart rhythm and can occur with or without a known heart condition. This disruption prevents effective blood circulation, and without immediate intervention, can cause loss of consciousness, collapse, and death within minutes.

Signs of arrest may include one or more of the following:

- Unresponsiveness
- Abnormal or absent breathing
- seizure-like movements
- In some cases, SCA may occur immediately after a sudden, forceful direct hit to the chest

Cardiac Emergency Response Team (CERT)

The school administrator in each building designates available and willing school staff including school nurses, physical education teachers, activities directors, coaches, office and maintenance staff, staff overseeing recess, and any other staff who are present before, during, or after the school day. Best practice suggests including at least five people or 10% of overall staff (AHA, 2025). Minnesota Statutes 2025, section 121A.241, subdivision 2(1).

The school administrator has selected the following staff members to lead emergency medical responses.

Staff Name	Role	CPR/AED Certification Date
Julie Nicklason, RN	CERP Coordinator	
Emily Franck, Health/PE Teacher	CERT Member	[Date]
Bryan Wormley, Activities Director	CERT Member	[Date]
Shawn Klimek, Elementary Principal	CERT Member	[Date]
Ranae Seykora, Superintendent	CERT Member	[Date]
VanBuskirk (After school program)??	CERT Member	[Date]
[Name]	CERT Member	[Date]

Automated External Defibrillator (AED) Locations

AEDs must be placed in high-traffic, accessible locations (e.g., cafeterias, gymnasiums) to ensure **retrieval and delivery ideally within 3 minutes** of notification of the emergency.

AED Registry

Minnesota Statutes 2024, 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. Register public access devices with the **National Emergency AED Registry (NEAR)** via PulsePoint AED.

Maintenance

Schools are required to provide routine maintenance of AEDs and should consult with their district or charter school's health and safety or facilities team to determine best practices for proper installation and maintenance of AEDs, including a process for regular safety checks. Minnesota Statutes 2025, section 121A.241, subdivision 2(3).

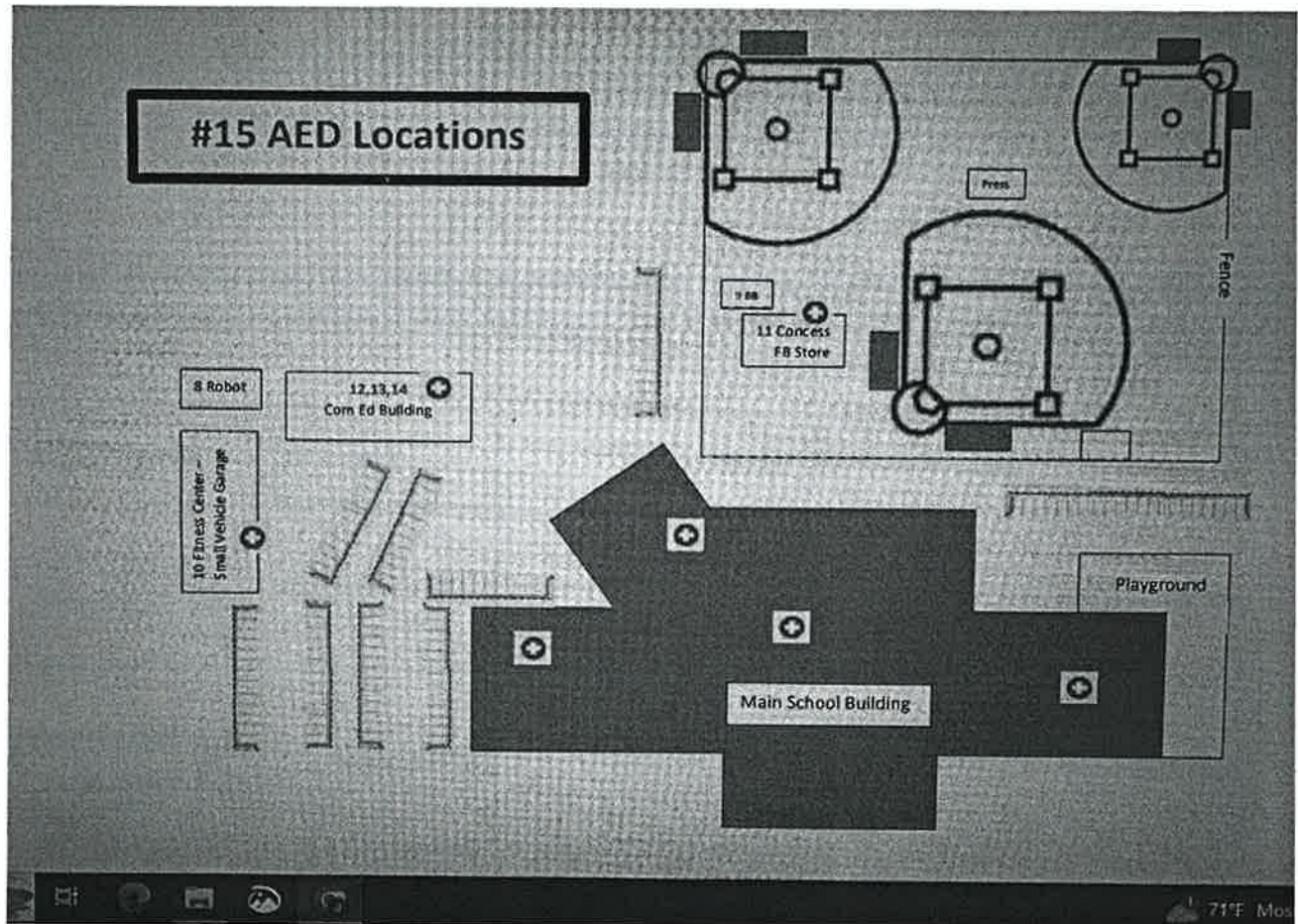
This plan designates the following school staff or department to maintain AED registry and maintenance of equipment including regular safety checks to verify expiration dates for device pads and batteries and to ensure equipment is functioning properly:

Staff/Department Name	Role	Responsibility
Dustin Wroolie	Facilities Manager	regular safety checks, battery expirations
Julie Nicklason	District Nurse	AED Registry, verify pad expiration

AED Site Map

This plan references site maps with indoor and outdoor locations for all buildings on campus.

Site map and AED locations:



AED Location	Nearest High-Traffic Area	Co-located Items
Cafeteria	Cafeteria/Small Gym	Naloxone, stop the bleed kit
Tiger Arena Hallway	Tiger Arena	Naloxone, stop the bleed kit
High School Hallway	High School Hallway	Naloxone
Athletic Field Concession Stand	Bleachers	Naloxone, Epi Pen, Stop the Bleed Kit
5th Grade Hallway	Playground	Epi Pen, Stop the Bleed Kit
Fitness Center	Fitness Center	Naloxone, Stop the Bleed Kit

Communication Plan

How to Activate the CERT and Local Emergency Medical Services (EMS)

Discuss Roles and Responsibilities

Identify and discuss specific tasks within the emergency response team. CERT members should be prepared to assist in multiple roles if necessary to account for when staff are absent or not available at the time of the emergency response.

1. Staff member to call 911
2. Staff member to retrieve the AED
3. Staff member to meet EMS at the quickest entry point to access the scene
4. Staff member to clear the area and manage possible crowds
5. Staff members to assist with compressions and AED use
6. Staff member to document the event timeline and transition report to EMS

Communication

Communication is a critical component in the team's efficient emergency response. CERTs should determine a communication plan that includes two-way communication covering all areas of the school's campus, both inside and outside of the facility.

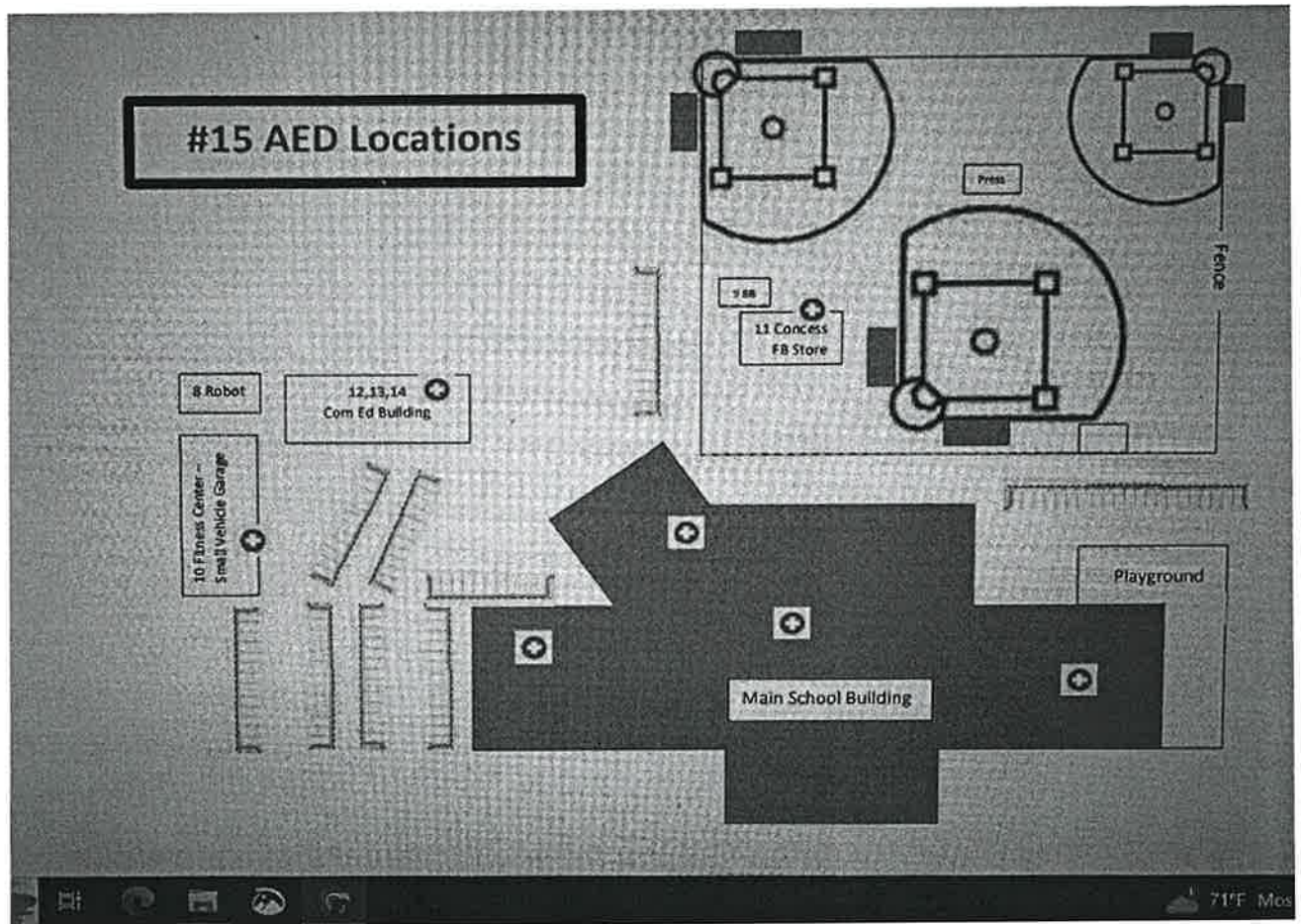
The following plan outlines how staff members activate local EMS and the CERT in a consistent manner using overhead page, two-way radio, phone, or other communication device with consideration for confidentiality.

- **Initial Alert:** Any staff member witnessing a collapse should immediately call 911
- **Internal Notification:** Activate the CERT via overhead page.
- **Standard Script:** "There is a cardiac emergency in [*specific location*] and 911 has been called"
- **Building Status:** School will be placed in a **soft lockdown** for medical emergency to clear hallways

Integration of Local EMS with School CERP

School administrators and CERT members develop and implement the CERP in cooperation with relevant local emergency responders, school district health and safety officials, school nurses, athletic staff, and other members of the school or community medical team. The school's CERP with locations of onsite AEDs is provided, along with facility diagrams and site plans to first responders, as requested. Minn. Stat. 121A.241, subd. 2(4) (2025).

The school administrator has designated Julie Nicklason as the person responsible for updating and distributing the CERP annually.



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Athletic Field Concession Stand	Bleachers	Naloxone, Epi Pen, Stop the Bleed Kit ✓
5th Grade Hallway	Playground	Epi Pen, Stop the Bleed Kit
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