Cardiac Emergency Response Plan

For Aitkin Public Schools

Date Adopted by School Board- November 16, 2026

Purpose

The model cardiac emergency response plan (CERP) was developed to provide Minnesota schools districts and charter schools with a comprehensive strategy for the preparation of and response to cardiac emergencies in the school setting in accordance with Minnesota Statutes 2025, 121A.035 Crisis Management Policy and Minnesota Statutes 2025, section 121A.241 Cardiac Emergency Response Plan.

This adopted CERP should be included in a building level crisis management plan under crisis-specific procedures. Procedures for responding to cardiac emergencies may be adopted through the model CERP. After approval by the school board, an adopted plan will become an addendum to the crisis management policy. Schools should reference any school board policies guiding the handling of medical emergencies on school district property within the building's written CERP.

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

The American Heart Association (AHA) defines sudden cardiac arrest (SCA) as a sudden and unexpected loss of heart function where the heart stops beating due to an irregular heart rhythm in persons who may or may not have been diagnosed with a heart condition. When the heart beats abnormally it affects its ability to pump blood which may lead to cardiac arrest [vi]. Without immediate response and treatment, the person may lose consciousness and collapse, leading to death within minutes.

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

- Not moving, unresponsive, or unconscious
- Not breathing normally (e.g., may have irregular breathing patterns, gasping or gurgling, or may not be breathing at all)
- Seizure or convulsion-like movements

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Automated External Defibrillator Equipment

Automated external defibrillators (AEDs) are devices used to analyze the heart's rhythm and, if necessary, deliver an electrical shock, to restore a normal rhythm. AEDs are lifesaving devices designed to be easy to use with visual and audio guidance.

Location of AED

Aitkin High School

Commons near security office

Near district office door

2nd floor near elevator

3rd floor near elevator

The bus garage

Rippleside

Near main door

Near door #4

Back-up in AHS health office (when parts are not needed elsewhere)

There are 4 units that are given to coaches for sports teams or extracurricular activity directors.

Maintenance

School nurse is responsible to monitoring when batteries, Defibrillation pads and AED units are in need of replacement. However, if the unit is in your possession, you also must be responsible for replacement of needed parts.

AHS nurse manages the monthly checks on the AEDs in the high school building (AED located in commons, near the district office, 2 nd floor, 3 rd floor and the back-up AED in the health office).

4. Designate a CERT member to coordinate the annual review, updates, distribution, and verification of required postings.
5. Maintain documentation of annual distribution, staff review, AED maintenance, cardiac emergency drills, and School Board review.
6. Review the plan annually and make updates as needed to ensure procedures and responsibilities remain current and effective.

These actions will support consistent implementation of the district's Cardiac Emergency Response Plan and help ensure compliance with Minnesota Statutes 2025, section 121A.241.

Integration of Local Emergency Medical Services with the School Plan

Aitkin Public Schools will complete the following actions to ensure the CERP is developed and implemented in coordination with appropriate school and community partners:

1. Collaborate with local emergency responders, district health and safety officials, school nurses, athletic staff, and other school or community medical team members in developing and implementing the CERP.
2. Include designated CERT members and school administrators in the planning, coordination, and implementation of the CERP.
3. Provide the adopted CERP, including the locations of all onsite AEDs, to local first responders upon request.
4. Provide facility diagrams and site plans to first responders upon request to support an effective emergency response.
5. Review coordination procedures regularly and update information as needed to ensure emergency responders have accurate and current resources.

These actions will strengthen communication and coordination between the district and emergency response partners and support a timely, effective response to cardiac emergencies, consistent with Minnesota Statutes 2025, section 121A.241, subdivision 2(4).

Training for CPR and AED Use

Aitkin Public Schools will provide clear procedures for CPR and AED training and certification as part of its Cardiac Emergency Response Plan. All staff and coaches will review the CERP annually and will be encouraged to participate in Hands-Only CPR and AED training. These efforts will help ensure a coordinated, timely, and effective response to cardiac emergencies throughout the district.

CPR training

Aitkin Public Schools will:

1. Provide annual CPR and AED education opportunities for school staff and coaches.
2. Review the Cardiac Emergency Response Plan (CERP) with staff annually.
3. Train staff to recognize the signs and symptoms of sudden cardiac arrest.
4. Provide instruction on performing Hands-Only CPR and using an AED.
5. Review the procedures for activating the Cardiac Emergency Response Team (CERT).
6. Ensure staff understand their emergency response responsibilities, including initiating CPR, retrieving an

2. Have the district's CERP Coordinator and building CERT members review and update the plan each year.
3. Evaluate the effectiveness of emergency response procedures, communication, staff responsibilities, and AED accessibility.
4. Review feedback and recommendations following cardiac emergency drills or actual emergency events.
5. Incorporate current evidence-based best practices into the plan and response procedures.
6. Identify areas for improvement and make necessary updates to strengthen the district's cardiac emergency preparedness.

These actions will ensure the district maintains an effective, current, and practiced plan to support the safety of students, staff, and visitors.

Protocol for Cardiac Emergency Response

Aitkin Public Schools will follow a coordinated, step-by-step response protocol whenever a person is found unresponsive and experiencing signs of a possible sudden cardiac arrest (SCA). All staff will be familiar with these procedures so they can take immediate action while the Cardiac Emergency Response Team (CERT) and emergency medical services (EMS) respond.

The district will complete the following actions during a cardiac emergency:

1. Recognize the signs of sudden cardiac arrest. Staff will recognize potential signs, including:

- The person is not moving, unresponsive, or unconscious.
- The person is not breathing normally, is gasping, or is not breathing.
- The person is experiencing seizure-like movements or convulsions.

2. Call 911 immediately. The first staff member at the scene will call 911 or designate another adult to make the call. Staff will provide the building address, describe the person's condition, follow dispatcher instructions, and remain on the line as directed.

3. Activate the CERT. Once 911 has been called, staff will activate the CERT using the building's established communication plan and clearly communicate the location of the emergency.

4. Retrieve the nearest AED. Staff will designate someone to retrieve and bring the nearest AED to the emergency location.

5. Begin CPR immediately. The first staff member at the scene will begin CPR. Staff who are not CPR-certified will provide Hands-Only CPR until a trained CERT member or EMS arrives. CPR will continue until the person becomes responsive or EMS takes over.

6. Activate building emergency procedures. School administrators or office staff will follow the building's crisis management procedures for placing the school in a hold or medical emergency status and will communicate the emergency location to the CERT.

7. Carry out assigned CERT responsibilities. CERT members will respond to the emergency location according to their assigned roles. Additional staff will help secure the area and position personnel at building entrances to

Plan on November 6th, 2026

Drill January 22, 2027

Legal References

Minnesota Statutes 2025, section 121A.241 Cardiac Emergency Response Plan

Minnesota Statutes 2025, section 120B.236 Cardiopulmonary Resuscitation and Automatic External Defibrillator Instruction
Minnesota Statutes 2025, section 121A.035 Crisis Management Policy

Minnesota Statutes 2025, section 403.51 Automatic External Defibrillation;

Registration Minnesota Statutes 2025, section 604A.01 Good Samaritan Law

Appendices

Appendix A: Resources for Schools

Table 1: Available resources for schools implementing a cardiac emergency response plan.

Organization	Provided Resource	Web Address
American Heart Association	Implementation guide to assist with developing action plans, practice drills, and evaluation materials including a school checklist	https://cpr.heart.org/en/training programs/cardiac-emergency-response-plan-cerp
Project ADAM Minnesota	Free assistance in creation and implementation of a practiced CERP	https://www.childrensmn.org/services/care specialties-departments/cardiovascular program/conditions-and-services/project-adam/
Parent Heart Watch	Toolkit templates and trainings for school and athletic staff, and programs providing AEDs to schools	https://parentheartwatch.org/resources/sca prevention/cardiac-emergency-response-plan/ https://parentheartwatch.org/programs/get charged-up/

AED Monthly AED Monitoring Checklist

Location: Year:

Unit Serial #: _____ Battery/Electrode Packet Expiration Date: _____

Directions: [Insert date]. Initial each check performed and any corrective action to assure readiness. Record initials and signature below. Please add the months based on your organization's calendar.

ACTION	MONTH									
1. AED stored in appropriate location										
2. Examine the AED case for foreign substances or damage										
3. Check for proper installation and expiration date on Charge-Pak battery										
4. Check for proper installation and expiration date on adult electrode pads										
5. Verify that voice prompt begins (hold the on/off button for 2 secs. to turn off defibrillator)										
6. Verify that the "OK" symbol is visible in the readiness display										
7. Adult/child electrode pack expiration date:										
8. User's Guide										
9. Mouth Barrier Device										
10. Razor										
11. Scissors for clothing removal										
12. Non-latex gloves										
13. Towels										
14. AED Incident Report Form										

Corrective Actions Required/Completed:

Date	Details	Initials

Date of Annual Program Review: _____ Signature:_____

Initials:_____ Signature:_____

Initials:_____Signature:_____