

# **BES Cardiac Emergency Response Plan**

## **Bagley Elementary School**

### **School Information**

- **School:** Bagley Elementary School
- **Address:** 202 Bagley Ave.
- **Main Office Phone:** (218) 694-6528
- **Health Services:** Clearwater Nursing Services
- **Plan Effective:** 2026–2027 School Year
- **Review Cycle:** Annually

### **Cardiac Emergency Response Team (CERT) 121A.241(2)(1)**

- CERP Coordinator – Kristi Moritz: Building Principal
- CERP member- Peter Larson: Dean of Students
- CERP member- Setasha Knutson: Paraeducator
- CERP member- Celena Goldie: Paraeducator
- CERP member- School Health Aid from Clearwater Nursing Services
- School Health Representative-Clarance LaCroix: SRO

### **Drills 121A.241(2)(5)**

The Cardiac Emergency Response Team will complete a practice drill annually.

### **AED Locations 121A.241(2)(2)**

Three AED locations: (All AED locations are within 3 minutes from any on campus location)

- Cafeteria (Next to the large gym for athletic events)
- By Door 2
- Outside the Nurse's Office (Next to the small gym for athletic events)

The plan will note that all staff should know the nearest AED location and that AEDs are maintained according to district procedures

### **AED Locations (Off campus) 121A.241(2)(2)**

For any Bagley Elementary-sponsored activity occurring away from the school building, the responsible staff member will determine in advance:

- Location of the nearest AED
- How emergency services will be activated
- Who will call 911
- Who will retrieve the AED
- How CPR will be initiated
- How emergency responders will access the activity location
- Emergency contact procedures
- Communication through the E3 app when available
- Procedures for transporting/returning the AED when appropriate

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For activities where Bagley School District provides an AED, the responsible staff member will verify that the AED is present, accessible, operational, and accompanied by appropriate supplies before the activity begins.

## **AED Maintenance 121A.241(2)(3)**

The SRO will check that all AEDs are properly equipped via a monthly inspection. The SRO will check to ensure pads and unit batteries are not expired and that unit is in working order. The School Purchases all AED Replacement Supplies from AED Superstore who specialize in supporting organizations and businesses by carrying FDA approved AEDs.

## **Communication Procedures**

The emergency communication section will state:

- Call 911 immediately.
- Notify the office of the exact location of the emergency.
- Activate the Cardiac Emergency Response Team using the E3 Emergency Communication App.
- Office staff will initiate the district's lockdown procedure when appropriate.
- Office staff will direct EMS to the scene.

## **Staff Access 121A.241(2)(4)**

All emergency plans are shared with EMS through our shared app E3. It is also included in the emergency manual in every classroom. This manual is reviewed annually with staff.

## **EMS Access 121A.241(2)(4) 121A.241(2)(6)**

All emergency plans are shared with EMS through our shared app E3. The Cardiac Emergency Response Plan is reviewed annually and approved by the school board.

Office staff will meet EMS at the primary entrance and escort responders to the emergency location. Final entrance assignments may be adjusted based on the location of the incident.