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Cardiac Emergency Response Plan (CERP)

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Buffalo-Hanover-Montrose Public Schools

Cardiac Emergency Response Plan (CERP)

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1.0 Introduction

Buffalo-Hanover-Montrose 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.

This CERP was developed cooperatively with Buffalo-Hanover-Montrose school administration, school nurses, activities director, athletic trainer, teachers, students, caregivers, community members, and local first responders; and complies with Minnesota Statute 2025, section 121.241 Cardiac Emergency Response Plan.

2.0 Responsibilities

Buffalo-Hanover-Montrose Public Schools has assigned the following categories of responsibility to ensure the effective implementation and review of this CERP:

District Administrator(s)

- Provide overall support and resources needed to successfully implement the CERP
- Ensure annual review of the CERP by the school board
- Distribute annually to all staff and local emergency responders

School Administrator(s)

- Select a CERP Coordinator
- Select a Building CERT (Cardiac Emergency Response Team)
- Ensure CERT members have two-way communication devices with coverage throughout campus (inside and outside)
- Provide annual opportunities for CPR training and encourage all staff to participate

CERP Coordinator(s)

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

Cardiac Emergency Response Team (CERT):

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

Staff and Coaches

- Become familiar with the building CERP

- Recognize the signs of sudden cardiac arrest (SCA)
- Understand how to initiate the building emergency medical response protocol
- Call 911 to active emergency medical services whenever a SCA is witnessed
- Know the location of AEDs inside and outside of the building

3.0 Cardiac Emergency Response Team (CERT)

Buffalo-Hanover-Montrose 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 F 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 the School's Cardiac Emergency Response Team are listed below:

Staff Name	CPR/AED Certification Date

4.0 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 lifesavings 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.

4.1 Placement

Buffalo-Hanover-Montrose 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, coaches and athletic trainers have access to the public AED registry, via the app PulsePoint to locate an AED when offsite.

A complete inventory of AEDs can be found in Appendix B. A site map with AED locations both inside and outside 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 and pediatric keys are available in each AED case for use if needed. Also included in each AED case is a CPR mask, latex-free gloves, razor, and scissors.

4.2 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 District Nurse is responsible for registering AEDs with the National Emergency AED Registry (NEAR) through the PulsePoint Foundation at <https://www.pulsepoint.org/pulsepoint-aed>.

4.3 Inspections & Maintenance

The school custodian 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 and maintained on a shared Health & Safety Google Drive. The AED monthly inspection form can be found in Appendix D.

When an AED needs service, the person conducting the inspection notifies the Special Services Administrative Assistant who will then contact Heart Safe. 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 school nurse must be notified so that the pads and batteries can be replaced.

5.0 Instruction, Training, and Drills

To ensure a coordinated and rapid response to cardiac emergencies within our schools, Buffalo-Hanover-Montrose 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.

5.1 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

The following district employee groups are required to complete CPR training:

- Nurses
- Health ESPs

CPR training records can be found in Appendix E.

5.2 CPR Certification

Certification includes written and in-person hands-on testing and must be renewed every two years. Certification fees are covered by the district.

5.3 CPR & AED Instruction for Secondary Students

Buffalo-Hanover-Montrose 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.

5.4 CERT Drills

Each school's CERT conducts at least one annual cardiac emergency response drill, as required. The drills allow the response team to be familiar with 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.

6.0 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 School Administrator is responsible for sharing the location of the plan.

In addition, the CERP Plan is available for district employees to review via StaffWeb.

7.0 Recordkeeping and Annual Review

The District Nurse 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).

8.0 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.

Appendix A

CERP Protocol

Appendix B

AED Inventory

Appendix C

AED Site Maps

Appendix D

AllinaHealth AED Monthly Inspection Form

Appendix E

Training Records

Appendix F

CERT Drill Records