

# Roseau Community School

## Cardiac Emergency Response Plan



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Date adopted by School Board:

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## 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 nurse, 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).

Members of this school district's Cardiac Emergency Response Team are listed below:

| Staff Name      | Role                    | CPR/AED Certification Date               |
|-----------------|-------------------------|------------------------------------------|
| Beth Ulvin      | <b>CERP Coordinator</b> | BLS Healthcare Provider<br>2/2025-2/2027 |
| Kenneth Hayden  | CERT Member             | Recertifying 9/2026                      |
| Tom Jerome      | CERT Member             | 6/2025-6/2027                            |
| Chad Gerlach    | CERT Member             | 6/2025-6/2027                            |
| Bryce Lingen    | CERT Member             | 6/2025-6/2027                            |
| Wade Hinson     | CERT Member             | 6/2025-6/2027                            |
| Skyler Forst    | CERT Member             | Recertifying 9/2026                      |
| Jenny Cole      | CERT Member             | 6/2025-6/2027                            |
| Christine Reese | CERT Member             | 8/2025-8/2027                            |
| Leif Eidsmoe    | CERT Member             | 12/2025-12-2027                          |
| Becky Hayden    | CERT Member             | 8/2025-8/2027                            |

|                 |             |                     |
|-----------------|-------------|---------------------|
| Shawn Goos      | CERT Member | 8/2025-8/2027       |
| Josh Weckman    | CERT Member | Recertifying 9/2026 |
| Kya Hastensgard | CERT Member | 2/2025-2/2027       |
| Dani Gunderson  | CERT Member | 5/2025-5/2027       |
| McKenzie Cole   | CERT Member | Recertifying 9/2026 |

## 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                                                      |
|-------------------------------------------------|-----------------------------------|---------------------------------------------------------------------|
| Ken Hayden - Athletic and Activities Department | AED Coordinator/Athletic Director | AED registry, regular safety checks, verify pad/battery expirations |

|                                  |                    |                                                                                                                      |
|----------------------------------|--------------------|----------------------------------------------------------------------------------------------------------------------|
|                                  |                    | <a href="#">Roseau School AED Information</a>                                                                        |
| Aaron Rose/Buildings and Grounds | AED device manager | AED registry, regular safety checks, verify pad/battery expirations<br><a href="#">Roseau School AED Information</a> |

### AED locations

| AED Location                                              | Nearest High-Traffic Area                        | Co-located Items            |
|-----------------------------------------------------------|--------------------------------------------------|-----------------------------|
| Outside High Gymnasium                                    | Gymnasium                                        | Naloxone/pocket mask/gloves |
| 2nd Floor Fitness Center                                  | Elementary Gym                                   | Naloxone/pocket mask/gloves |
| Elementary Gymnasium                                      | Elementary Gym                                   | Naloxone/pocket mask/gloves |
| RAMS Sports Center-by concession stand/main entrance      | Girls Hockey Arena                               | Naloxone/pocket mask/gloves |
| Outside Elementary Office                                 | Elementary PreK-3rd grade hall                   | Naloxone/pocket mask/gloves |
| Portable AED #2 Black Case<br>Athletic Director's Office  | Portable AED for athletic department activities. | Scissors, razor, gloves     |
| Portable AED #3 Yellow Case<br>Athletic Director's Office | Portable AED for athletic department activities. | Scissors, razor, gloves     |
| Portable AED #4 Phillips<br>Athletic Director's Office    | Portable AED for athletic department activities. | Scissors, razor, gloves     |



## 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 \*99 or by contacting the office and requesting the CERT team be paged.
- **Standard Script:** "There is a cardiac emergency in [*specific location*] and 911 has been called"
- **Building Status:** School will be placed in a "**hold**" 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 Beth Ulvin as the person responsible for updating and distributing the CERP annually.

## Training and Practice Drills

### Staff Training

Training is the educational process of learning how to recognize sudden cardiac arrest, call 911, perform quality chest compressions, and use an AED. School staff and coaches are encouraged to annually review the school's CERP and learn Hands-Only CPR and AED use to strengthen the school-wide readiness and timely response for cardiac emergencies.

### CERT Certification

Certification formally recognizes a person's proficiency in performing CPR and AED use. Certification is obtained through a nationally recognized organization, such as American Heart Association, the American Red Cross, and others, and includes written and hands-on testing of competency.

Emergency Response Team members are encouraged to maintain CPR/AED certification, renewed at least every two years through a nationally recognized organizations like American Heart Association or American Red Cross.

### Student Instruction and Practice

Minnesota law requires grade 7-12 students receive one-time CPR and AED use instruction with hands-on practice as part of the curriculum. Minnesota Statutes 2025, section 120B.236. Schools should consider instructing students on the building's AED locations and how to initiate the emergency response team.

### Annual Drills:

Research shows that having a written and practiced CERP with regular practice drills can increase the chance of survival to 70% compared to less than 10% without such practice (Evans, 2024). Minnesota Statutes 2025, section 121A.241, subdivision 2(5) requires schools to conduct **annual drills** involving staff and students. A successful drill is defined by the American Heart Association as full completion of the protocol in **5 minutes or less**.

The school's plan for practice drills is as follows:

- Administration and the school nurse will ensure at least one annual drill is completed. The goal of the drills will be to ensure the CERP protocol can begin to be administered within 5 minutes or less based on American Heart Association Recommendations.
- The Cardiac Emergency Response Team (CERT) will also practice protocol on their own in the form of a tabletop exercise or walking through the response recommendations. These drills and

practice will allow the response team time to practice key elements of the plan including effective communication, test the availability of CPR/AED certified responders, identify roles and responsibilities of team members, ensure AEDs are ready to be used, and can also include coordination with community emergency responders.

- Practice drill protocol will be included in our crisis management plan under crisis-specific procedures for cardiac emergencies.

## Cardiac Emergency Response Protocol

Although most school staff do not have a background in the medical field, it is possible that a situation will arise that requires quick action from staff to successfully respond to a medical emergency. This protocol provides step-by-step guidance that all staff can follow in the event of a cardiac emergency.

1. **Recognize signs of Sudden Cardiac Arrest (SCA).** Signs may include one or more of the following:

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

2. **Call 911.** The first school staff to observe the unresponsive person calls 911 or directs a specific person to call 911.

- Provide building address: **509 Third St NE, Roseau MN** and include closest entry point, if possible, (e.g., “Door A”)
- Explain the person’s condition and symptoms
- Listen carefully to the dispatcher for additional guidance
- stay on the line and answer dispatcher questions

3. **Activate Cardiac Emergency Response Team (CERT):** Once 911 has been called, activate the CERT using the internal communication plan to alert the team.

**Internal Notification:** Activate the cardiac emergency response team via *Overhead Page \*99* or by *calling the office and requesting the CERT team be paged as below.*

*“There is a cardiac emergency in [name the specific location] and 911 has been called.”*

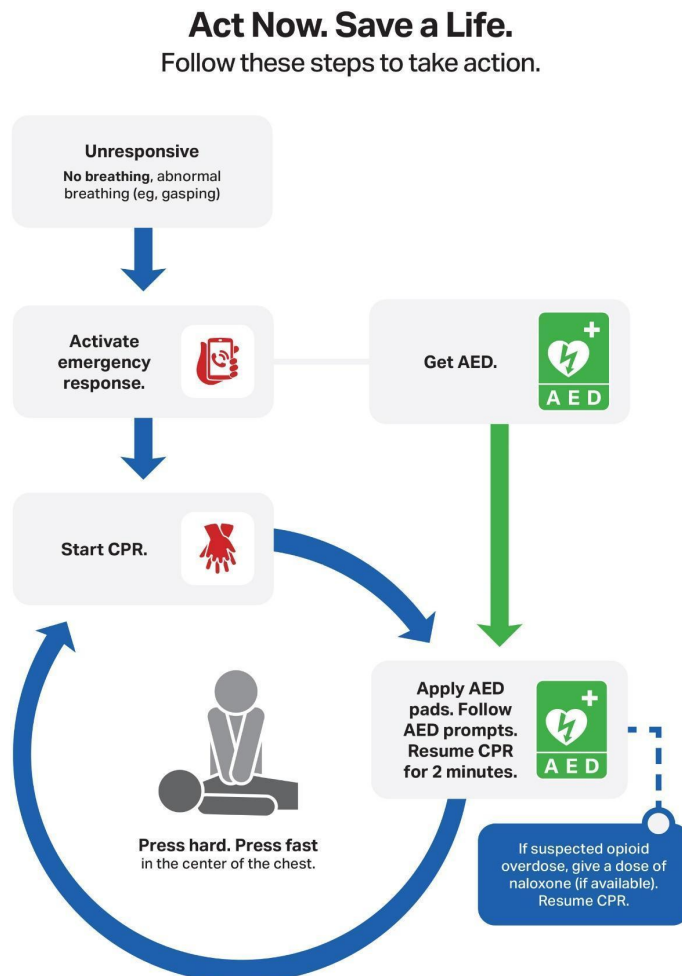
- Schools follow communication procedures within the crisis management plan for placing the school or area of the school in a “**hold**” for a medical emergency.

4. **Retrieve AED:** The school staff that finds the unresponsive person should designate a person to retrieve the nearest AED.

5. **Start CPR:** The school staff that finds the unresponsive person should start CPR (Hands-Only CPR if not CPR certified until a CERT member or EMS arrives on scene)

- Place the unresponsive person on their back, on a firm, flat surface and begin chest compressions (100-120 per minute).

- Use 2-hands placing the heel of one hand in the center of the chest, on the lower half of the breastbone, and the other hand directly on top, interlock fingers (use one hand for smaller adults and children).
  - If you are able and willing to provide rescue breaths, use a barrier mask and provide 2 breaths after 30 compressions.
  - Continue compressions until EMS arrives.
6. **Turn on the AED:** Apply the pads and follow all audio/visual prompts.
  7. **Transfer Care:** Report the time found and CPR start time to EMS.
  8. **Document:** A designated CERT member must record all event timings and conditions.



9.

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## Post-Event Procedures

- **Notification:** Notify emergency contacts following the crisis management plan.
- **AED Data:** Provide AED data to medical providers if requested.
- **After-Action Review:** CERT members should debrief to identify successes and improvements to the plan.
- **Mental Health Support:** Implement a plan for supporting staff and student mental health needs following their participation in or observation of the event. The plan may include support through the Employee Assistance Program or Regional Crisis Response Team ([Minnesota Statewide Crisis Management Team](#)).

## Annual Review

The School Board and CERP Coordinator will review this plan annually to ensure it reflects current evidence-based best practices. Minnesota Statutes 2025, section 121A.241, subdivision 2 (6).

Planning and evaluation tools are provided in the MDE Model CERP for Schools, Appendix B.

## Legal References

- Minnesota Statutes 2025, section 121A.241 Cardiac Emergency Response Plan
- Minnesota Statutes 2025, section 121A.035 Crisis Management Policy
- Minnesota Statutes 2025, section 120B.236 CPR and AED Instruction
- Minnesota Statutes 2025, section 403.51 Automatic External Defibrillation; Registration
- Minnesota Statutes 2025, section 604A.01 Good Samaritan Law

## References

American Heart Association. (2025). Cardiac emergency response plan and protocol.

[https://cpr.heart.org/en/-/media/CPR-Files/Training-Programs/2025-CERP/Cardiac-Emergency-Response-Plan-and-Protocol042025.pdf?sc\\_lang=en](https://cpr.heart.org/en/-/media/CPR-Files/Training-Programs/2025-CERP/Cardiac-Emergency-Response-Plan-and-Protocol042025.pdf?sc_lang=en)

Evans S, Legg M. (2024). Cardiac emergency response plan: Is your school prepared? NASN School Nurse, 39(4):175-180. <https://doi.org/10.1177/1942602X231201087>

## Resources

**Project ADAM resources.** Adapted from Project ADAM National resources; for additional resources please visit [www.projectadam.com/Heartsafeschools](http://www.projectadam.com/Heartsafeschools).

[Children's Minnesota – Project ADAM;](https://www.childrensmn.org/services/care-specialties-departments/cardiovascular-program/conditions-and-services/project-adam/)

<https://www.childrensmn.org/services/care-specialties-departments/cardiovascular-program/conditions-and-services/project-adam/>

