

STAR OF THE NORTH ACADEMY

CARDIAC EMERGENCY RESPONSE POLICY AND PLAN

Policy No.	517	Adopted	9/8/2026
Effective	2026-2027 School Year	Last Reviewed	_____
Applies To	East Bethel and Coon Rapids campuses	Next Review	Annual

1. Purpose and Authority

Star of the North Academy (SNA) will maintain a written and practiced response for sudden cardiac arrest (SCA) on school property and at school-sponsored activities. This policy implements Minnesota Statutes, section 121A.241, and is incorporated into each campus crisis-management plan under Minnesota Statutes, section 121A.035.

2. Definitions

Sudden cardiac arrest is an unexpected loss of heart function. Warning signs may include collapse, unresponsiveness, absent or abnormal breathing (including gasping or gurgling), or seizure-like movement. AED means automated external defibrillator. CERT means the building Cardiac Emergency Response Team. CPR means cardiopulmonary resuscitation. EMS means emergency medical services.

3. Required School Readiness

- Team and activation.** The Executive Director will designate an SNA CERP Coordinator. Each campus administrator will appoint a CERT, assign response roles and alternates, maintain a current roster, and establish a clear two-way method to activate the team and call 911. All staff must know how to report an emergency and locate the nearest AED.
- AED placement and access.** AEDs will be placed in accessible, clearly marked locations consistent with nationally recognized cardiovascular-care guidelines. Campus placement must support retrieval and delivery to any ordinarily occupied area, ideally within three minutes of notification. AED locations will appear on campus maps and in the building plan.
- AED maintenance and registration.** A designated employee will inspect AED readiness on a documented schedule and after every use; replace expired or used pads and batteries; follow manufacturer recalls and safety notices; and keep each device ready for immediate use. Each public-access AED must be registered within 30 working days after receipt, registration information must be updated within 30 working days after a change, and the device must remain in its registered location, as required by Minnesota Statutes, section 403.51.
- Plan distribution and EMS coordination.** At the start of each school year, SNA will distribute or provide ready access to this policy and each building plan for staff and relevant local EMS providers. The building plan will include the campus address, AED map, activation method, access points, and directions for meeting and guiding responders. SNA will coordinate the plan with local EMS and provide diagrams or site information upon request.
- Annual drills.** Each campus will conduct and document at least one cardiac emergency response drill each school year involving staff and students. The drill will test recognition, 911 notification, CERT activation, CPR response, AED retrieval, responder access, and role clarity. A tabletop exercise may supplement, but not replace, the annual practiced response unless MDE guidance permits otherwise.
- School-sponsored activities.** For athletic events, field trips, practices, and other school-sponsored activities on or off school grounds, the supervising administrator or designee will determine before the activity how staff will call 911, obtain an AED without avoidable delay, activate trained responders, provide the exact location, meet EMS, and document the incident. Coaches and activity leaders must receive the relevant procedures.

7. **Training.** CERT members should maintain current CPR/AED certification from a nationally recognized provider. All staff and coaches will review the plan, SCA signs, emergency activation, and AED locations annually. SNA will provide students in grades 7-8 one-time CPR and AED instruction with hands-on psychomotor practice consistent with Minnesota Statutes, section 120B.236; certification is not required.
8. **Annual board review.** The SNA Board will review and evaluate this policy and plan annually. The CERP Coordinator and each CERT will recommend updates based on drills, equipment or staffing changes, current evidence-based practices, and any after-action review.

4. Emergency Response Protocol

1. Recognize a possible SCA: the person is unresponsive and is not breathing normally; seizure-like movements may occur.
2. Call 911 immediately, or direct a specific person to call. Give the campus/activity address, exact location, and the person's condition; follow dispatcher instructions and remain on the line.
3. Activate the CERT using the building communication plan. State: "Cardiac emergency at [exact location]; 911 has been called."
4. Direct a specific person to retrieve the nearest AED. Begin CPR immediately. If not CPR-certified, provide Hands-Only CPR: place the person on a firm, flat surface and push hard and fast in the center of the chest at 100-120 compressions per minute. Follow dispatcher instructions.
5. Turn on the AED as soon as it arrives. Follow its visual/audio prompts, clear the person when directed, and resume CPR. Continue until the person becomes responsive or EMS assumes care.
6. Office/response staff will secure the area, meet and guide EMS, provide campus access, and notify the person's emergency contact under SNA's crisis procedures.
7. A designated CERT member will record key times: discovery, 911 call, CPR start, AED arrival/use or shock, EMS arrival and transfer of care. Preserve AED event data and follow EMS directions regarding the device.
8. After the event, restore the AED to service, complete required reports, conduct an after-action review, update procedures as needed, and arrange appropriate support for affected students and staff.

5. Building Implementation Requirements

The campus administrator will complete and update the Building Implementation Sheet in Appendix A. The sheet is operational and may be updated without board action when personnel, equipment, locations, or contact information changes, provided the requirements of this policy remain unchanged.

6. Administration and Records

The CERP Coordinator will retain current building plans, CERT rosters and certification dates, AED inspection and registration records, annual drill records, and incident/after-action reports according to SNA's records-retention and data-privacy requirements. Incident information will be shared only with persons who have an authorized educational, safety, medical, or legal need.

Legal References

- Minn. Stat. § 121A.241 - Cardiac Emergency Response Plan
- Minn. Stat. § 121A.035 - Crisis Management Policy
- Minn. Stat. § 120B.236 - CPR and AED Instruction
- Minn. Stat. § 403.51 - Automatic External Defibrillation; Registration
- Minn. Stat. § 604A.01 - Good Samaritan Law
- Minnesota Department of Education, Model Cardiac Emergency Response Plan for Schools (rev. Nov. 1, 2025; issued Dec. 18, 2024; file published July 2026)

Appendix A - Building Implementation Sheet

Complete one sheet for each SNA campus and review it before the first student day, after any material change, and after each drill or incident.

Item	Campus-Specific Information
Campus / address	☐ East Bethel ☐ Coon Rapids Address: _____
Campus administrator	Name/title: _____ Phone/radio: _____
CERP Coordinator	Name/title: _____ Phone/email: _____
CERT activation	Exact announcement, radio channel, phone extension, or other method: _____
EMS access	Primary entrance / meet location: _____ Closest advanced cardiac care facility (planning reference only): _____
AED locations	1. _____ 2. _____ 3. _____ Mobile/event AED: _____
AED custodian	Name/title: _____ Inspection frequency: _____ Registry and maintenance record location: _____
Off-site activities	AED/access plan, trained responder, 911 location information, and EMS meet point must be documented by the activity leader before departure/event.

Cardiac Emergency Response Team

Name	Primary Role	Work Area / Contact	CPR/AED Certification Expires

Annual Readiness Record

School Year	Plan Distributed / EMS Coordinated	Drill Date and Findings	Board Review Date