STRIDE Academy Middle School Cardiac Emergency Response Plan

Final Board Adoption Copy • November 12, 2026

Board adoption date: _____

Related policy: SABP 806 – Crisis Management Policy

Board action requested: Adopt this Middle School plan as an addendum to SABP 806 and direct administration to verify and document campus readiness before operational release.

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Purpose

This Cardiac Emergency Response Plan (CERP) establishes how STRIDE Academy Middle School prepares for and responds to suspected sudden cardiac arrest on school grounds and at school-sponsored activities, including on- and off-site athletics.

Upon Board adoption, this plan supplements SABP 806 (Crisis Management) and becomes part of the Middle School building crisis plan. It addresses Minn. Stat. §§ 121A.035 and 121A.241.

List of Abbreviations

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

Suspect sudden cardiac arrest when a person is unresponsive and is not breathing normally, including when they are only gasping. Seizure-like movements can occur. A sudden collapse after a direct blow to the chest can also indicate cardiac arrest.

Forming a Cardiac Emergency Response Team

The Middle School principal appoints the Cardiac Emergency Response Team (CERT), designates a backup coordinator and keeps the roster current.

The principal and coordinator assign a primary and backup for the 911 call, CPR, AED retrieval, CERT alert, EMS access and documentation. Confirm classroom coverage and staff availability during the school day, before and after school, and at school-sponsored activities.

All staff receive instruction on recognizing suspected cardiac arrest, calling 911, beginning CPR, locating the nearest AED and alerting the main office or event lead.

Coverage and assignments

The Middle School principal, campus CERP coordinator and Operations lead oversee campus readiness. The principal confirms coordinator coverage and a designated backup before rollout.

Verify each responder's role, acceptance, availability and certification expiration. Arrange classroom coverage. Count shared staff only when assigned and available on campus. Keep the confirmed roster and contacts in the staff-accessible building crisis plan.

See Appendix D for the Middle School Cardiac Emergency Response Team roster.

Automated External Defibrillator Equipment

Placement

Keep AEDs accessible, clearly marked and unlocked. Aim to deliver an AED within three minutes of notification. Operations times the longest indoor and outdoor routes, records the results and addresses access gaps.

Before each school-sponsored activity, including on- and off-site athletics and practices, the event lead confirms responders and backups, AED access, the venue address and the EMS entry point. Brief supervising staff and arrange a portable unit when venue coverage is unavailable.

Stock adult pads and pediatric pads or a pediatric setting where supported by the device. Train responders on the campus AED and follow its prompts during an emergency.

Middle School AED location map

The campus map marks the main office/reception area. The Operations lead verifies the exact cabinet location and whether the mark near the stairs beside the stage represents a second AED. Verify outdoor, portable and after-hours coverage during the campus walkthrough and update the map.

Operations keeps an inventory of each unit's model and serial number, exact location, adult and pediatric capability, battery and pad expiration, readiness, inspection date, registry status and timed retrieval results.

Maintenance

The building health technician conducts and logs monthly AED checks. The CERP coordinator confirms the handoff and orientation for the building health technician, names a backup and identifies where staff can find the log. Check readiness, pads, batteries, expiration dates, recalls and kit supplies, including the towel. Operations addresses failed checks and arranges interim coverage and return to service after use or repair.

Registry

Confirm which units qualify as public access AEDs under Minn. Stat. § 403.51.

For a covered AED, Operations records the receipt and registration dates, confirms registration within 30 working days of receipt, and reports changes to registration information within 30 working days.

Communication of the Cardiac Emergency Response Plan

At the start of each school year, the principal shares the plan, verified AED map and response assignments with Middle School staff and coaches. Orient new staff and circulate changes when made.

Post the response protocol near AEDs and in key staff areas. Ensure access for outdoor and after-hours activities.

Integration of Local Emergency Medical Services with the School Plan

Operations and the coordinator provide local EMS with the plan, verified Middle School AED map and confirmed access instructions. Record the EMS contact, review and distribution dates, and share material updates.

2026–27 Emergency Crisis Plan • Medical Emergency section and post-crisis procedures

During school hours, notify the main office and give the exact location and 911 status. The office activates the CERT through the campus emergency communication system. If the office cannot be reached, use the designated backup channel or an in-person relay. During after-hours or off-site events, follow the event lead's communication plan. Make the 911 call, start CPR and retrieve the AED without waiting for the office alert.

Before rollout, Operations and the coordinator confirm the primary and backup alert methods, outdoor coverage, the EMS entrance and access arrangements, and review of the protocol and map by local EMS.

Training for CPR and AED Use

The CERP coordinator coordinates annual hands-on orientation and training dates with the Middle School principal and Human Resources. Cover adult and pediatric response, campus AEDs, alert procedures and team roles. Human Resources and the coordinator record attendance and certification expiration and renew credentials through a nationally recognized provider.

Practice Drill for Cardiac Emergency Response

The Middle School conducts a cardiac emergency response drill for staff and students each school year. The principal and coordinator schedule it with Operations and record participation, response and AED retrieval times, findings and corrective actions.

Document participant groups, issues found, corrective actions, responsible staff, due dates and closure. Retain the record with the building crisis plan.

Annual Review of the Plan

The STRIDE Academy Board annually reviews and evaluates the plan's effectiveness. The coordinator submits drill findings, incident debriefs, corrective actions and proposed updates. Record the review and actions in the Board minutes.

Protocol for Cardiac Emergency Response

Act immediately. If another adult is available, assign the 911 call, AED retrieval and CERT alert while CPR begins. Follow dispatcher instructions.

> Scenario: A person is found on the ground, not responding to verbal prompts or physical touch. The person is observed to have abnormal breathing (irregular breaths, gasping, or not breathing at all), and may begin to show seizure-like movements or convulsions. You need to take immediate action.

1. Recognize signs of SCA (may include one or more of the following).
    a. Not moving, unresponsive, or unconscious
    b. Not breathing normally (e.g., may have irregular breathing patterns, gasping or gurgling, or may not be breathing at all)
    c. Seizure or convulsion-like movements
2. Call 911 immediately or direct a specific adult to call. Give the school or venue address, exact incident location and the person's condition. Follow dispatcher instructions and stay on the line as directed.
3. Alert the main office or event lead and activate the CERT. State the exact location and whether 911 has been called. Have another adult send the alert while CPR and AED retrieval are underway when staffing permits.
4. Send a specific adult to retrieve the nearest accessible AED and bring it directly to the person.
5. Start CPR immediately. For children, give chest compressions with rescue breaths if able and willing. If unable or unwilling to give breaths, begin chest compressions and follow the 911 dispatcher's guidance.
    a. Place the person on their back on a firm flat surface.
    b. Place your hand or hands over the center of the chest, on the lower half of the breastbone. For a child, use one or two hands as appropriate and compress at least one-third of the depth of the chest, about 2 inches. For an adult, use two hands and compress at least 2 inches, avoiding depths greater than 2.4 inches.
    c. Give 100–120 compressions per minute. Allow the chest to rise fully after each compression and minimize interruptions.
    d. A single rescuer providing breaths gives 2 breaths after every 30 compressions. Follow dispatcher guidance and your training.
    e. Continue CPR, following dispatcher and AED instructions, until the person shows signs of life or EMS takes over.
6. The office or event lead coordinates the response and any building hold under the crisis plan without delaying CPR, the 911 call or AED use.
7. CERT members report to the scene and carry out assigned roles. The EMS greeter meets responders at the entrance communicated to dispatch and directs them to the person.
8. Turn on and apply the AED as soon as it arrives. For a child under age 8, use pediatric pads or the pediatric setting if available. Use the available AED if pediatric equipment is unavailable.

9. Follow the AED's prompts. Make sure no one is touching the person during analysis or shock delivery. Resume CPR immediately after a shock or a no-shock prompt, following the device and dispatcher instructions.

10. Transfer care to EMS. Report when the person was found, when CPR began, when the AED was applied, whether it delivered shocks and any change in the person's condition.

11. The designated CERT member documents when the person was found, when CPR began, when the AED was applied and whether it delivered shocks, when EMS assumed care and the person's condition at transfer.

12. The principal or designated office staff member notifies the person's emergency contacts under the building crisis plan.

13. The coordinator works with EMS to preserve and share AED event data as appropriate. If EMS takes the AED to the hospital, Operations arranges interim AED coverage and coordinates the device's return, inspection and restocking.

14. The principal and CERT conduct an after-action review. Record what worked, what needs to change, who is responsible and when corrective actions are due. Use the findings in the Board's annual review of the plan.

15. The principal coordinates follow-up support with school mental health staff for students and staff affected by the emergency. Refer staff to the Employee Assistance Program as appropriate and use the building's crisis response procedures when additional support is needed.

CPR and AED Instruction for Secondary Students

The principal and academic lead schedule one-time hands-on CPR/AED instruction for all students in a designated grade within STRIDE's grade 7–8 program. Use American Heart Association or American Red Cross training, or nationally recognized evidence-based CPR guidelines with hands-on practice. Document the grade, delivery dates and participation.

Legal References

Minn. Stat. § 121A.241 – Cardiac Emergency Response Plan

Minn. Stat. § 121A.035 – Crisis Management Policy

Minn. Stat. § 403.51 – Automatic External Defibrillation; Registration

Minn. Stat. § 604A.01 – Good Samaritan Law

Minn. Stat. § 120B.236 – CPR and AED Instruction

Minn. Stat. § 124E.03 – Applicable Law for Charter Schools

Appendices

Appendix A. Resources for Schools

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-pla n/ https://parentheartwatch.org/programs/get charged-up/
Sudden Cardiac Arrest Foundation	National funding resources for AEDs and school-based CPR/AED education programs	https://www.sca-aware.org/campus/funding sources-for-schools

Appendix B. Planning and Evaluation of the CERP Program

Project ADAM Heart Safe Schools planning resources

- CERP Program Checklist
- Building a Cardiac Emergency Response Team
- Choosing an AED
- AED Location: Placement Assessment
- AED Maintenance Log
- Drill Checklist
- How to Plan and Execute a Cardiac Emergency Response Drill
- Incident AED Report Form
- Post Sudden Cardiac Arrest (SCA) Incident Debriefing

Minnesota Department of Education • Model Cardiac Emergency Response Plan for Schools

American Heart Association • Cardiac Emergency Response Plan and Protocol

American Heart Association and American Academy of Pediatrics • 2025 Pediatric Basic Life Support Guidelines

Appendix C. Implementation and Compliance Record

STRIDE Academy Middle School

School Year:

Enter actual dates and links to evidence. The principal and coordinator maintain this record with the building crisis plan.

Board adoption and rollout • Executive Director and principal

Board action scheduled for November 19, 2026. Record the vote and minutes reference, then record the operational release date after campus readiness is verified.

Actual Board action _____ Minutes reference _____ Release _____

Response team and activation • Principal and CERP coordinator

Verify primary and backup assignments, coverage, alert and backup channels, EMS entrance and staff access to the current roster. Record the walkthrough and sign-off.

Roster verified _____ Walkthrough/sign-off _____ Record _____

AED placement, maintenance and registry • Operations and health technician

Verify cabinets, map, timed routes, signage and device readiness. Confirm the building health technician's handoff, backup, monthly log, registry status and after-hours coverage.

Map/walkthrough _____ Handoff _____ Last/next check _____ / _____

Distribution, EMS and event coverage • Principal, Operations and event leads

Log staff distribution, postings and EMS review of the protocol, AED map and access instructions. Confirm venue address, AED access, response roles and EMS entry before each sponsored event, including off-campus activities.

Staff distribution _____ EMS contact/review date _____ Event record _____

CPR/AED training and annual drill • CERP coordinator, principal and HR

Record staff training attendance and certification renewals. Log the annual staff and student drill, response and retrieval times, findings, and assigned corrections.

Training planned/held _____ / _____ Drill planned/held _____ / _____

Student CPR/AED instruction • Principal and academic lead

Log designated grade, curriculum/provider, hands-on practice, participation and follow-up for absent students.

Grade _____ Scheduled/delivered _____ / _____ Record _____

Corrective actions and annual Board review • Principal, coordinator and Board

Track findings from drills and incidents, the owner, due date and closure evidence. Submit results and proposed revisions for the Board's annual effectiveness review and record its decisions in the minutes.

Next Board review _____ Review held _____ Minutes/action record _____

Appendix D.
Middle School Cardiac
2026-2027 Emergency Response Team Roster

Campus CERP coordinator | Jeny Holthaus, BSN

Middle School principal | Heather Ebnet

Operations lead | Nathan Schwieters

Building health technician | Denise Ziebarth

Rostered responder | Jason Fleege

Rostered responder | Kate Hill

Rostered responder | Kristina Velazquez

Before operational release, the principal and CERP coordinator verify each person's acceptance, on-site availability, response assignment and CPR/AED certification expiration. Confirm primary and backup assignments for each coverage period and document them in the staff-accessible building crisis plan. Count shared staff only when assigned and available on campus.