

CARDIAC EMERGENCY RESPONSE PLAN

For Charter Schools

In Accordance with Minnesota Statutes 2025, Section 121A.241

Charter School Name	<i>Swan River Montessori Charter School</i>
Building Address	<i>500 Maple Street, Monticello MN 55369</i>
Date Adopted by Board	<i>09/21/2026</i>
Date Last Revised	<i>09/21/2026</i>
CERP Coordinator	<i>Kirsten Host, Operations Operations</i>

This plan becomes effective upon adoption by the School Board and serves as an addendum to the school's Crisis Management Policy.

Section 1: Purpose

This Cardiac Emergency Response Plan (CERP) establishes the procedures that Swan River Montessori Charter School will follow to prepare for and respond to cardiac emergencies on school property and at school-sponsored activities. This plan is adopted in accordance with Minnesota Statutes 2025, section 121A.241 and is intended to reduce death from sudden cardiac arrest (SCA) in the school setting.

Upon adoption by the School Board, this CERP becomes an addendum to the school's Crisis Management Policy. Local medical and legal counsel should review this plan prior to implementation.

Section 2: Key Terms and Abbreviations

The following terms are used throughout this plan:

Abbreviation	Definition
AED	Automated external defibrillator: a portable device that analyzes heart rhythm and can deliver an electrical shock to restore normal rhythm.
CERP	Cardiac emergency response plan: this written and practiced plan.
CERT	Cardiac emergency response team: the trained staff team that leads the response to cardiac emergencies.
CPR	Cardiopulmonary resuscitation: a lifesaving technique using chest compressions (and rescue breaths when trained) to maintain blood flow during cardiac arrest.
EMS	Emergency medical services: local first responders and paramedics (accessed by calling 9-1-1).
SCA	Sudden cardiac arrest: a sudden, unexpected loss of heart function where the heart stops beating due to an irregular rhythm.

Section 3: Recognizing Sudden Cardiac Arrest

Sudden cardiac arrest (SCA) can happen without warning. Any person at any age may be affected, including children and athletes who appear healthy. When the heart stops pumping blood effectively, a person can lose consciousness within seconds and die within minutes without immediate help.

Signs of Sudden Cardiac Arrest

One or more of the following may be present:

- The person is not moving, is unresponsive, or is unconscious
- Breathing is abnormal, e.g. irregular, gasping, gurgling, or absent
- Seizure-like movements or convulsions

SCA may also occur when a person collapses shortly after receiving a firm, sudden, direct blow to the chest.

Important: SCA is not the same as a heart attack. SCA is an electrical problem that stops the heart suddenly. Immediate CPR and AED use more than doubles the chance of survival.

Section 4: Cardiac Emergency Response Team (CERT)

This school has established a Cardiac Emergency Response Team (CERT) responsible for developing, implementing, and annually reviewing this plan. The CERT leads the response during a cardiac emergency and ensures all staff are prepared to assist.

CERP Coordinator

The school administrator has designated the following staff member(s) as the CERP Coordinator(s), responsible for the overall development, distribution, training coordination, and evaluation of this plan:

Kirsten Host, Operations Manager

CERT Members

CERT members are available, willing adults who are trained or certified in CPR and AED use. The team is large enough to account for absences and staff turnover. Classroom coverage plans are in place for situations requiring CERT members to leave their duties.

Best practice: At least five staff members or 10% of school staff, 50% of coaches, and 50% of physical educators should hold current CPR/AED certification.

All school staff are trained in CPR and AED. Certification will expire on 8.19.27

Note: Recommended CERT roles include CPR/AED-certified responder, AED retriever, 9-1-1 caller, crowd manager/door holder, and documentation recorder. Assign these roles and communicate them to the team.

CERT Communication Plan

Timely, clear communication is critical during a cardiac emergency. This school uses the following communication methods to activate the CERT and alert EMS:

- Primary notification method (e.g., overhead PA system, two-way radio, phone):
Overhead PA announcement stating: Code Red – Cardiac Emergency in (location). 911 has been called.
- Backup communication method:
Two-way radio; Office staff with contact members by radio channel 7
- Staff activate the CERT using a calm, clear voice to call the office and state: 'There is a cardiac emergency in [Specific Location] and 911 has been called.'

Section 5: AED Equipment

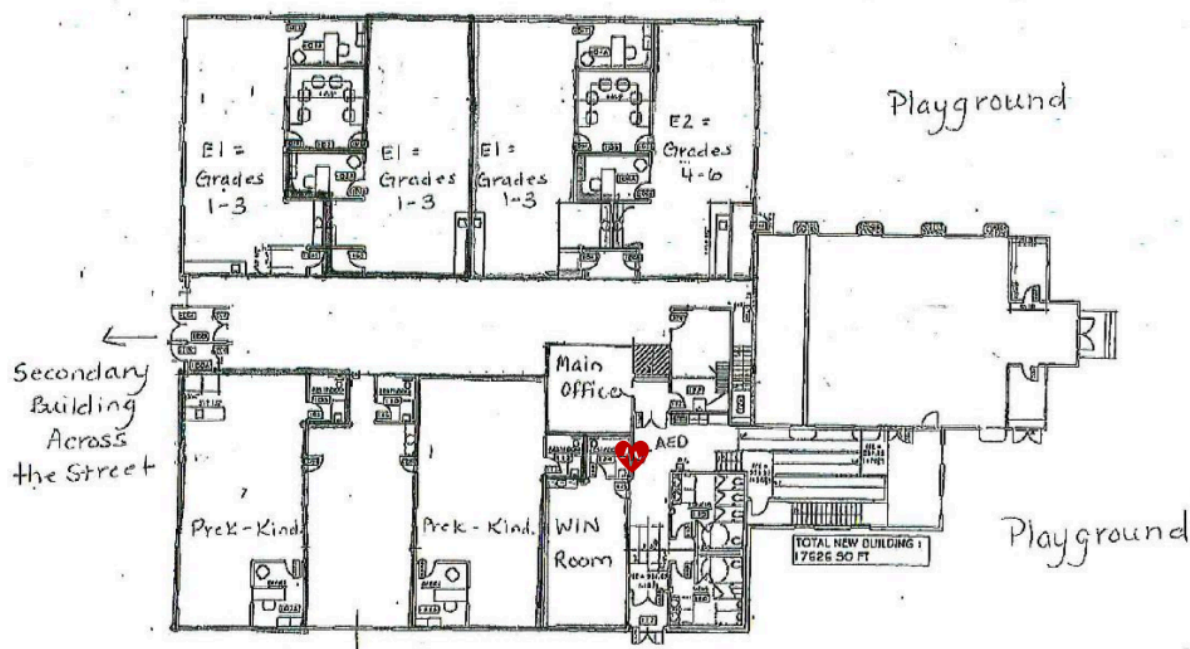
Automated external defibrillators (AEDs) are easy-to-use, lifesaving devices that deliver step-by-step voice and visual instructions. Under Minnesota law, AEDs must be placed in accessible locations so that retrieval and delivery to the scene can occur within 3 minutes of a reported emergency (Minn. Stat. 2025, sec. 121A.241, subd. 2(2))

AED Procurement

This school purchases AEDs that have received premarket approval from the U.S. Food and Drug Administration (FDA). When procuring devices, the school may consider direct purchase from manufacturers, medical supply distributors, government grants, nonprofit partnerships, or bulk purchasing cooperatives.

AED Locations

AEDs are installed in high-traffic, unlocked, accessible locations throughout the building and campus. The device readiness indicator faces outward. Signage in the languages used by the school community clearly marks each location.



#	Location / Description	AED Model / Serial #	Pad Expiration	Battery Expiration
1	<i>Main entrance lobby, near front office</i>	<i>Model # – 9300A-001 Serial # - 377691</i>	<i>03/2027</i>	<i>7/2027</i>

Each AED case contains or should be stocked with: adult pads, pediatric pads (if not available, adult pads may be used), latex-free gloves, a razor, scissors, and a CPR barrier mask.

The plan must address AED availability at athletic practices and events both on and off school grounds. For larger campuses, climate-controlled outdoor AED cabinets near athletic fields are recommended.

AED Maintenance

Routine AED maintenance is the responsibility of:

Kirsten Host, Operations Manager

This staff member performs monthly visual safety checks and documents the following:

- Device readiness indicator is green or showing ready status
- Pad expiration dates are current
- Battery expiration dates are current
- AED case is accessible, unlocked, and fully stocked

Maintenance records are kept on file and available for review. See Appendix B for a sample AED Maintenance Log.

AED Registry

Minnesota law requires that any person who purchases or obtains a public access AED register the device with an AED registry within 30 working days of receiving it (Minn. Stat. 2025, sec. 403.51). This school registers all AEDs with the National Emergency AED Registry (NEAR) through the PulsePoint Foundation at PulsePoint AED. Questions may be directed to support@pulsepoint.org.

Section 6: Communicating the Plan

This CERP is distributed at the start of each school year to all staff and relevant local emergency responders as part of the school's overall crisis management plan (Minn. Stat. 2025, sec. 121A.241, subd. 2(4)).

The CERP Coordinator is responsible for updating and distributing the plan each year.

The American Heart Association recommends that the CERP protocol be posted near AEDs and in classrooms, cafeterias, gymnasiums, restrooms, health offices, break rooms, and main offices.

Distribution Methods Used by This School

The Cardiac Emergency Response Plan (CERP) will be distributed and communicated through the following methods:

A printed copy will be provided to all staff at the beginning of each school year during annual staff training, typically alongside CPR/AED and bloodborne pathogen training.

An electronic copy will be emailed to all staff and stored in the school's shared staff drive for year-round access.

Printed copies will be posted near each AED and maintained in the main office.

New employees, substitutes, coaches, volunteers, and other applicable personnel will be informed of the plan and AED locations as part of their orientation.

A current copy will be provided to local fire, law enforcement, and emergency medical services, as appropriate.

Staff will be notified whenever the plan is revised, and updated copies will replace all previously distributed versions.

Distribution and annual review will be documented using a staff acknowledgment or training attendance record.

Section 7: Coordination with Local Emergency Medical Services

This school has coordinated with local EMS to ensure a prepared and integrated response to cardiac emergencies. Emergency responders have been provided with:

- A copy of this CERP
- Facility diagrams and site plans for the school building(s)
- Locations of all AEDs on school grounds (indoor and outdoor)

Local EMS Contact Information

Monticello Fire Department, - EMS Division, Contact: Captain Jake Olinger, 763-271-3285

School administrators and CERT members review and update EMS coordination procedures annually, ensuring responders have current building and AED location information.

Section 8: CPR and AED Training

Effective training ensures that all staff can recognize a cardiac emergency, initiate the response, and support the CERT until EMS arrives.

Annual Training for All Staff

All school staff and coaches participate in annual CPR and AED education. At minimum, this includes:

- Review of this CERP and any updates
- How to recognize signs of sudden cardiac arrest
- How to activate the CERT and call 9-1-1
- Locations of all AEDs in and around the building
- Hands-Only CPR (effective even without full certification)

CPR/AED Certification for CERT Members

CERT members, coaches, and staff who regularly supervise student physical activity are strongly encouraged to obtain formal CPR/AED certification through a nationally recognized organization (e.g., American Heart Association, American Red Cross). Certification must be renewed at least every two years.

Certification courses are available in traditional classroom settings and blended formats (online learning combined with in-person skills practice and testing).

CPR Instruction for Students (Grades 7–12)

Minnesota law requires that all students in grades 7 through 12 receive at least one-time CPR and AED instruction as part of the school curriculum (Minn. Stat. 2025, sec. 120B.236a). Instruction does not need to result in certification.

We do not service students in grades 7 - 12

Training Schedule

All-Staff CPR Training: August 24, 2027

Cert Certification Renewal: August 24, 2027

Section 9: Annual Practice Drills

Regular practice drills are one of the most effective ways to prepare for a real cardiac emergency. Research shows that schools with a written and practiced CERP can increase a person's survival rate to 70%, compared to less than 10% without practice (Evans & Legg, 2024, NASN School Nurse).

The American Heart Association defines a successful cardiac emergency response drill as completing the full CERP protocol (from recognizing the emergency to AED deployment) in 5 minutes or less.

Drill Requirements

- **At least one full drill per year is required by Minnesota law** (Minn. Stat. 2025, sec. 121A.241, subd. 2(5))
- Two or more drills per year are recommended by the American Heart Association
- At least one drill may be a tabletop exercise involving CERT members and staff
- Drills are documented as part of the building-level crisis management plan

Drill Objectives

Each drill tests the school's ability to:

- Quickly recognize signs of SCA
- Effectively communicate and activate the CERT
- Initiate CPR within the first minutes of the event
- Retrieve and deploy the AED
- Coordinate with local EMS
- Document the event in real time

Drill Schedule

Drills #1: Last week of August during professional development training. Drill #2: March 15: tabletop exercise with CERT and school administrators

See Appendix B for a Drill Checklist and the Project ADAM Drill Planning Guide.

Section 10: Step-by-Step Response Protocol

This protocol provides clear, step-by-step guidance for any staff member who witnesses or discovers a person who may be experiencing a sudden cardiac arrest. Immediate action is critical—every minute without CPR and defibrillation reduces survival chances by 7-10%.

Scenario

A person is found on the ground, not responding to verbal prompts or physical touch. The person has abnormal breathing (irregular, gasping, or absent) and may show seizure-like movements. You need to act immediately.

1. **RECOGNIZE SIGNS OF SCA.** Look for one or more of:
 - Not moving, unresponsive, or unconscious
 - Abnormal breathing: irregular, gasping, gurgling, or no breathing at all
 - Seizure-like movements or convulsions

2. **CALL 9-1-1.** The first staff member to observe the person calls 9-1-1 or designates another adult to call immediately.
 - Provide the school building's address
 - Describe the person's condition and symptoms
 - Listen carefully to the dispatcher for instructions
 - Stay on the line
3. **ACTIVATE THE CERT.** Use the school's communication system to alert the Cardiac Emergency Response Team.
 - Use a calm, clear voice: 'There is a cardiac emergency in [location] and 911 has been called.'
 - Follow the communication plan described in Section 4
4. **RETRIEVE THE AED.** Designate someone to retrieve and bring the nearest AED to the scene. A CERT member en route can often retrieve it fastest.
5. **BEGIN CPR.** The first staff member at the scene starts CPR immediately. Hands-Only CPR is effective and appropriate if the responder is not certified.
 - Place the person on their back on a firm, flat surface
 - Place the heel of one hand on the center of the chest (lower half of the breastbone), other hand on top
 - Push hard and fast — at least 2 inches deep — at a rate of 100–120 compressions per minute
 - Allow the chest to fully rise between compressions
 - If trained and willing, give 2 rescue breaths using a barrier mask after every 30 compressions
 - Continue until help arrives or the person becomes responsive
6. **SECURE THE AREA.** School administrators or office staff place the school in a 'hold for medical emergency' status and alert CERT members using the two-way communication system. Non-CERT staff secure the location and guide EMS to the scene.
7. **CERT MEMBERS RESPOND.** CERT members report to the scene and carry out assigned roles (CPR, AED, documentation, crowd control, EMS entry point).
8. **DEPLOY THE AED.** Turn the AED on as soon as it arrives.
 - Follow the AED's voice and visual prompts for pad placement
 - The AED delivers a shock only if it detects a shockable rhythm
 - Continue CPR between AED prompts, rotating staff as needed
9. **TRANSFER CARE TO EMS.** When EMS arrives, report the time the person was found, when CPR began, and any AED shocks delivered. Follow EMS instructions.
10. **DOCUMENT THE EVENT.** A designated CERT member records:
 - Time the unresponsive person was discovered
 - Time CPR was started

- Whether the AED delivered a shock, and when
 - Time EMS arrived and assumed care
 - Person's condition at time of transfer to EMS
11. **NOTIFY EMERGENCY CONTACTS.** Following the school's crisis management plan, a school administrator or office staff notifies the person's emergency contacts.
 12. **AED DATA AND RETURN.** Medical providers may request AED data to determine treatment. EMS may take the AED with the patient to the hospital. The school should have a process to retrieve the device and return it to service promptly.

The CERP Coordinator contacts the hospital within 24 hours of the incident to arrange AED return. A loaner AED is stored in the office for use until the primary unit is returned.
 13. **DEBRIEF AND AFTER-ACTION REVIEW.** Following the event, CERT members debrief the response. The School Board conducts an annual review and evaluation of this plan (Minn. Stat. 2025, sec. 121A.241, subd. 2(6)).
 14. **SUPPORT MENTAL HEALTH NEEDS.** Develop a plan to support students and staff who participated in or witnessed the emergency response.
 - Connect staff with the Employee Assistance Program (EAP)
 - Engage school-employed mental health professionals to evaluate trauma and identify students who need follow-up support
 - Contact the Regional Crisis Response Team if needed (per MDE Model Crisis Management Policy, 2024)

Section 11: School-Sponsored Activities and Athletic Events

This school addresses cardiac emergency response for all school-sponsored activities, including athletic practices and events on or off school grounds, as required by Minnesota Statutes 2025, section 121A.241, subdivision 2(7).

AED Availability at Athletic Events

- At least one AED is available at all athletic practices and home events on school grounds
- For away events, this school coordinates with the host school or facility to confirm AED availability before the event
- For larger athletic campuses, climate-controlled outdoor AED cabinets are installed near athletic fields

Staff Coverage at Events

At least one CERT member trained in CPR/AED use is present at all high-risk athletic events. For higher-risk events, the school may arrange for on-site ambulance coverage.

Section 12: Annual Review and Evaluation

The School Board is required to conduct an annual review and evaluation of this CERP to improve its effectiveness (Minn. Stat. 2025, sec. 121A.241, subd. 2(6)). The CERP Coordinator and building CERT members update the plan each year based on:

- Current evidence-based best practices for cardiac emergency response
- Feedback from after-action reviews following any actual cardiac emergency
- Outcomes and lessons learned from annual drills
- Changes in staff, AED equipment, building layout, or school-sponsored activities

Annual Review Log

School Year	Review Date	Reviewed By	Key Updates Made
2026-2027	09/21/2026	Jana Evink Annette Vemuri	none
[INSERT: YYYY–YY]	[INSERT: MM/DD/YYYY]	[INSERT: Name(s)]	[INSERT: Brief description of updates]
[INSERT: YYYY–YY]	[INSERT: MM/DD/YYYY]	[INSERT: Name(s)]	[INSERT: Brief description of updates]

Section 13: 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.236a — CPR and AED Instruction for Secondary Students
- Minnesota Statutes 2025, section 403.51 — Automatic External Defibrillation; Registration
- Minnesota Statutes 2025, section 604A.01 — Good Samaritan Law

Appendix A: Resources for Schools

The following organizations provide free or low-cost resources to support schools in implementing a cardiac emergency response plan:

Organization	Resource Offered	Website
American Heart Association	Implementation guide, school checklist, drill templates, and CERP action planning tools	cpr.heart.org/en/training-programs/cardiac-emergency-response-plan-cerp
Project ADAM Minnesota	Free assistance creating and implementing a practiced CERP; planning and evaluation tools in Appendix B	childrensmn.org — search 'Project ADAM'
Parent Heart Watch	Toolkit templates, trainings for school and athletic staff, AED grant programs	parentheartwatch.org/resources/sca-prevention/cardiac-emergency-response-plan/
Sudden Cardiac Arrest Foundation	National funding resources for AEDs and school-based CPR/AED education programs	sca-aware.org/campus/funding-sources-for-schools
PulsePoint Foundation / NEAR	AED registry (required by Minnesota law within 30 working days of AED purchase)	pulsepoint.org — AED Registry; support@pulsepoint.org

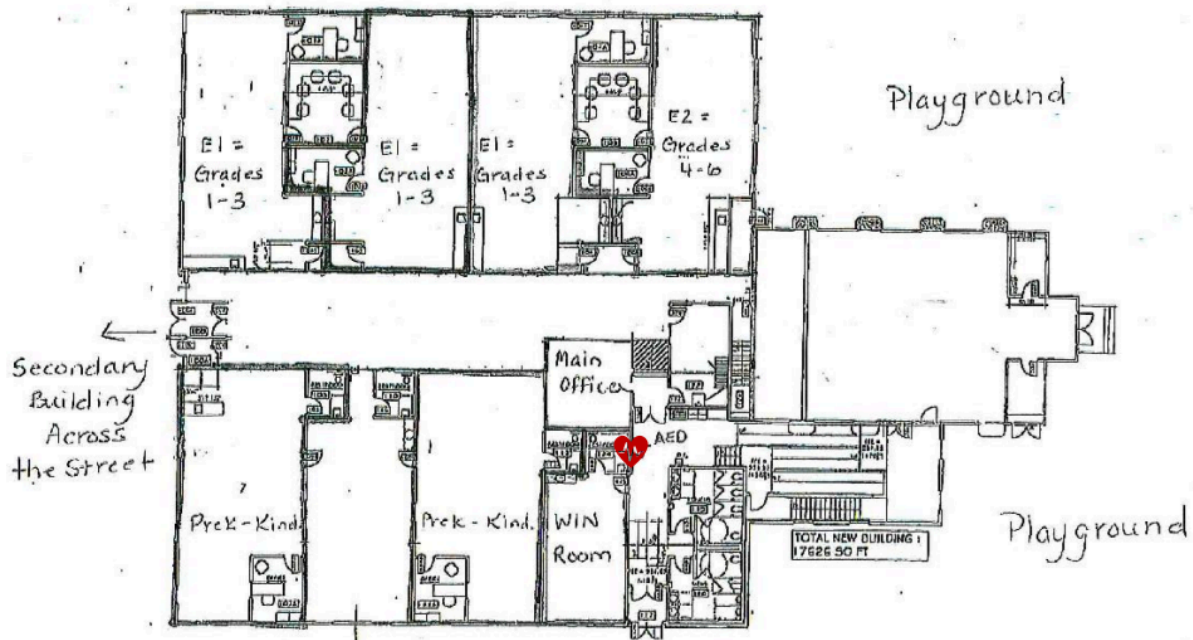
Appendix B: Planning and Evaluation Tools

The following Project ADAM resources are available at www.projectadam.com/Heartsafeschools and support implementation of this plan:

- CERP Program Checklist - [Attached](#)
- Building a Cardiac Emergency Response Team — [Attached](#)
- Choosing an AED — *AED was here when both of us started*
- AED Location: Placement Assessment — site mapping tool
- AED Maintenance Log — [Attached](#)
- Drill Checklist — [Attached](#)
- How to Plan and Execute a Cardiac Emergency Response Drill - [Attached](#)
- Incident AED Report Form — [Attached](#)
Post Sudden Cardiac Arrest (SCA) Incident Debriefing — [Attached](#)

Appendix C: AED Site Map

A map of the school building(s) and grounds with AED locations clearly marked must be attached here. The site map should be included in copies distributed to local EMS and posted near AEDs throughout the building.



Appendix D: School Board Adoption Signature Page

This Cardiac Emergency Response Plan was reviewed and adopted by the School Board of [INSERT: School Name] on the date indicated below. This plan becomes an addendum to the school's Crisis Management Policy.

Board Chair Signature	Date
School Director / Principal Signature	Date
CERP Coordinator Signature	Date

Next Required Annual Review Date:

[INSERT: Enter date of next required annual review and evaluation of effectiveness by School Board, e.g., August 2027]

Cardiac Emergency Response Team Members

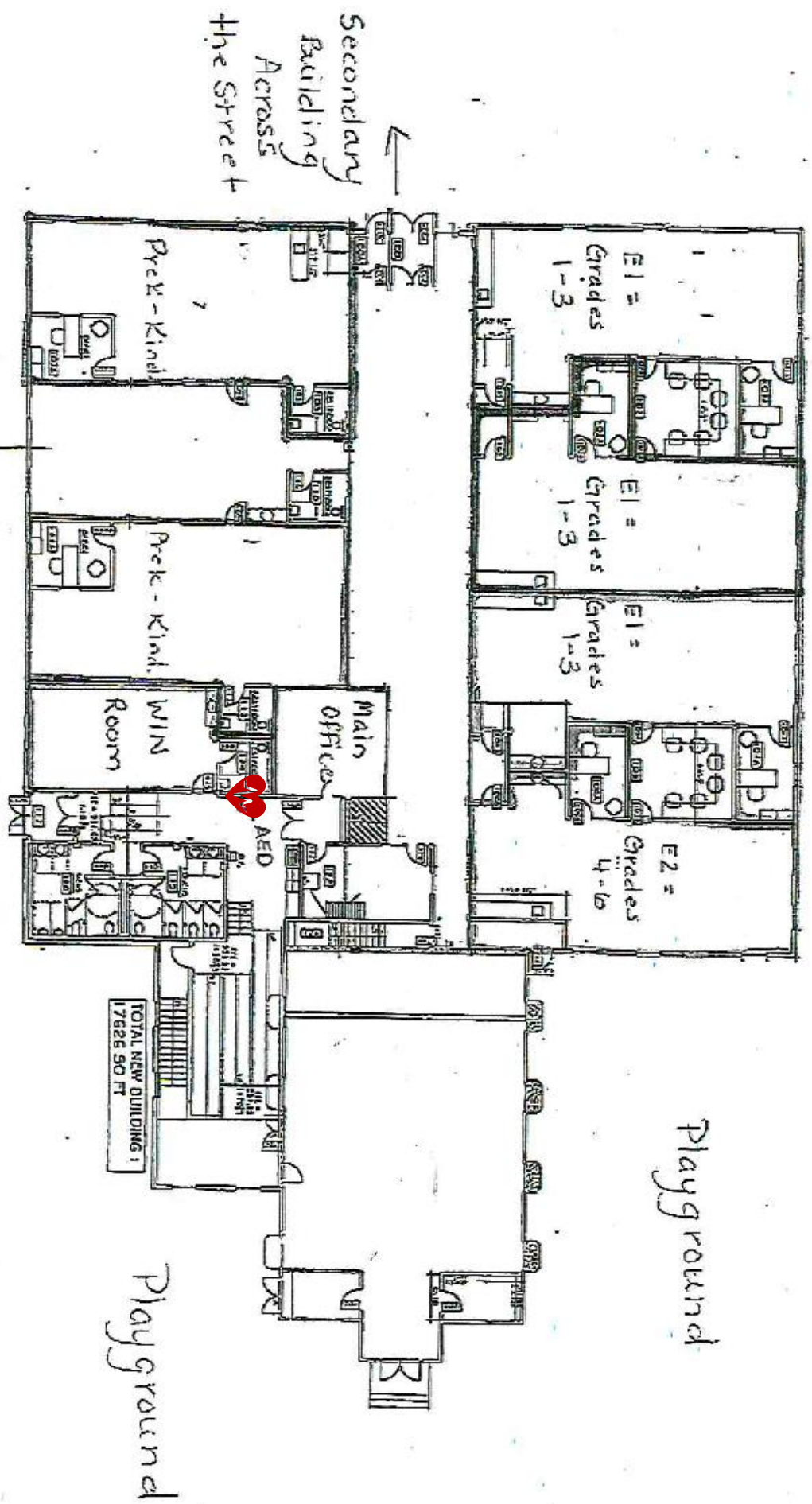
Cardiac Emergency Response Team Members			
Name	Title	Training Expiration Date	Type(s) of Training
Annette Vemuri	Director	08/2027	CPR & AED
Kirsten Host	Operations Manager	08/2027	CPR & AED
Patty Barnes	Para	08/2027	CPR & AED
Tammy Robinson	Para	08/2027	CPR & AED
All Other Staff	Para/Teacher	08/2027	CPR & AED

Location of AEDs

Location of AEDs	
1. Main Building – Near Office door	6.
2.	7.
3.	8.
4.	9.
5.	10.

Main Level 580 Maple St.

Playground



Secondary Building Across the Street

AED Monthly Maintenance Log

REFER TO YOUR AED MANUFACTURER'S MAINTENANCE RECOMMENDATIONS

Defibrillator Unit Make/Model: 9300A-001 School/Location: Swan River Montessori Unit Serial Number: 377961

*AED Unit Batteries are replaced every (X) years depending on your AED manufacturer's recommendations

INSTRUCTION	RECOMMENDED/ CORRECTIVE ACTION												
		AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL
1. Check readiness display for: • Insert specific characteristics of school AED unit • Example: Green check mark indicator	Example												
2. Check and note expiration date on electrode pads: • Adult: • Peds (if applicable):													
3. Check additional supplies: • Extra Adult Pads (if applicable) • CPR Rescue Kit present and intact: scissors, airway barrier, razor, gloves, antiseptic towelette													
4. Examine the AED, case, cables and connectors for: • Damage or Cracks • Foreign Substances													
5. Wall cabinet: • Case is intact, no tampering has been noted • Alarm battery (if applicable)													

AED Maintenance Inspectors Initials/Signature: _____ AED Maintenance Inspectors Initials/Signature: _____

Project ADAM National, Updated 05.2024

For an up-to-date version, please visit www.projectadam.com/heartsafeschools

Drill Checklist

Directions: Utilize this checklist to ensure your team implements the core elements of a drill.

Goal: The AED is applied and used within 3 minutes.

Date/Time: March 15 **School:** Swan River Montessori **Drill Location:** 500 Building

The drill starts when the finder discovers the victim. The recorder starts the timer once this happens. Document times for each of these response actions:

	TIME
> DISCOVERY OF THE VICTIM TO OVERHEAD DRILL ANNOUNCEMENT	
> CPR STARTED	
> AED ARRIVED AT THE SCENE	
> AED SHOCK DELIVERED	

RESPONSE ACTION	YES	NO
Victim unresponsiveness was determined	Yes	No
Office was notified	Yes	No
Cardiac Emergency Response Team was notified	Yes	No
EMS/911 was called	Yes	No
Cardiac Emergency Response Team arrived	Yes	No
Possible SCA identified and CPR was started immediately	Yes	No
AED arrived at the scene	Yes	No
AED pads were placed appropriately and immediately on the victim's bare chest	Yes	No
Team followed all prompts from the AED	Yes	No
Team used proper CPR body mechanics throughout response	Yes	No
Use of school's chosen CPR barrier device	Yes	No
Someone met and directed EMS	Yes	No
Crowd control took place	Yes	No
Office obtained necessary information for EMS call	Yes	No
Drill was completed in our goal time of under 3 minutes "Completed" meaning AED was applied and used within 3 minutes. Drill can continue through cycles of AED use & compressions to practice switching roles.	Yes	No
If drill was not completed within the goal time of under 3 minutes, please document completion time.		

CARDIAC EMERGENCY RESPONSE TEAM MEMBERS WHO ATTENDED THE DRILL:

All Staff Employed at SRMCS

Post-Drill Review:

- What went well during the drill?
- What could have gone better? How can these issues be addressed by the team or the school?
- Were some aspects easier to remember?
- Were some aspects harder to remember?
- Discuss with staff how the time from delivery of the AED to delivery of first shock may be shortened.
- Does the Team feel prepared to respond in an actual cardiac emergency?
- If the Team does not feel prepared, what do we need to practice or go over?
- What remaining questions do you want to discuss?

Cardiac Emergency Response Drill Form

Planning, live drill documentation, and post-drill review

Use this form to prepare and document a school-based cardiac emergency response drill. Do not use the real AED pads during the drill. Clearly communicate that the scenario is a drill, and do not call 911 unless the call has been pre-arranged with emergency responders.

Drill Information

School	Swan River Montessori	Drill date	TBD
Start time	TBD	End time	TBD
Drill location	TBD	School day (D1, D2, ETC)	
Code used	{{EMERGENCY_CODE}}	Communication method	{{COMMUNICATION_METHOD}}

Drill Team

Role	Name	Responsibility during this drill
School Site Coordinator	Annette Vemuri	Plans and starts the drill
Recorder	Kirsten Host	Stays beside the manikin and records each step and time
Finder	Patty Barnes	Finds the victim and initiates the emergency response
EMS communicator	Tammy Robinson	Simulates or completes the pre-arranged EMS call
Cardiac Response Team	TBD – Nearby Staff	Responds according to the CERP
Observer or guest	Rest of Staff	Provides additional feedback, if invited

Pre Drill Planning Checklist

Done	Item	Notes
[]	Team was notified that a drill would occur within the next few weeks and was asked to review the CERP.	{{NOTE_1}}
[]	Exact drill date and time were not disclosed to responders.	{{NOTE_2}}
[]	Office staff and the EMS communicator understand this is only a drill.	{{NOTE_3}}
[]	911 procedures were reviewed; any live EMS call was pre-arranged.	{{NOTE_4}}
[]	Students and other occupants were informed about the drill when appropriate.	{{NOTE_5}}
[]	Drill location was selected to test response time and AED accessibility.	{{NOTE_6}}
[]	The finder and recorder were selected and briefed.	{{NOTE_7}}
[]	Local Project ADAM coordinator and/or EMS were invited, if desired.	{{NOTE_8}}

Equipment Checklist

Done	Item
[]	Communication devices for response team and office staff
[]	School AED and first responder kit
[]	CPR manikin, preferably dressed in an old T-shirt
[]	AED Training Unit compatible with the manikin
[]	Printed drill form on a clipboard with pen or pencil
[]	Stopwatch or cell phone for recording elapsed time

Scenario Setup

Victim location	{{VICTIM_LOCATION}}	Finder starting point	{{FINDER_START}}
AED starting location	{{AED_LOCATION}}	Team starting areas	{{TEAM_START}}
EMS participation	{{EMS_PARTICIPATION}}	Student presence	{{STUDENT_PRESENCE}}

Scenario notes

{{SCENARIO_NOTE_1}}

Live Drill Timing and Response Record

The recorder should remain at the scene beside the manikin and AED Training Unit. Record elapsed time from the finder’s initial discovery. Continue through at least two rounds of CPR and AED use.

Observed action	Elapsed time	Completed	Notes
Recognizes unresponsiveness and abnormal or absent breathing	{{TIME_1}}	[]	{{ACTION_NOTE_1}}

Observed action	Elapsed time	Completed	Notes
Alert is issued; responders enter the office, states this is a drill, identifies an unresponsive victim, and gives the location	{{TIME_2}}	[]	{{ACTION_NOTE_2}}
Emergency code is announced through the planned communication system	{{TIME_3}}	[]	{{ACTION_NOTE_3}}
First responder arrives at the victim	{{TIME_4}}	[]	{{ACTION_NOTE_4}}
Responder assesses responsiveness and breathing	{{TIME_5}}	[]	{{ACTION_NOTE_5}}
Responder performs CPR	{{TIME_6}}	[]	{{ACTION_NOTE_6}}
Drill is simulated or completed as pre-arranged	{{TIME_7}}	[]	{{ACTION_NOTE_7}}
First responder kit arrive at the scene	{{TIME_8}}	[]	{{ACTION_NOTE_8}}
AED is placed safely aside; AED Training Unit is used	{{TIME_9}}	[]	{{ACTION_NOTE_9}}
Pads are placed correctly and AED prompts are followed	{{TIME_10}}	[]	{{ACTION_NOTE_10}}
AED is prepared for analysis and simulated shock	{{TIME_11}}	[]	{{ACTION_NOTE_11}}
Responder provides care immediately after the simulated shock or no-shock	{{TIME_12}}	[]	{{ACTION_NOTE_12}}
CPR and AED cycle is completed	{{TIME_13}}	[]	{{ACTION_NOTE_13}}
Responder continues care until the drill ends or participating EMS takes over	{{TIME_14}}	[]	{{ACTION_NOTE_14}}

Key Response Times

Alert issued	{{ALERT_TIME}}	CPR started	{{CPR_TIME}}
AED arrived	{{AED_ARRIVAL_TIME}}	First analysis	{{FIRST_ANALYSIS_TIME}}

Post Drill Review

Review question	Yes or No	Details
Do all responders recognize the cardiac emergency promptly?	{{YES_NO_1}}	{{REVIEW_NOTE_1}}
Does the communication system reach the appropriate team members?	{{YES_NO_2}}	{{REVIEW_NOTE_2}}
Was the victim location communicated clearly?	{{YES_NO_3}}	{{REVIEW_NOTE_3}}
Did CPR begin promptly and continue with minimal interruption?	{{YES_NO_4}}	{{REVIEW_NOTE_4}}
Did the AED and first responder kit arrive promptly?	{{YES_NO_5}}	{{REVIEW_NOTE_5}}
Was the AED Training Unit used safely and correctly?	{{YES_NO_6}}	{{REVIEW_NOTE_6}}
Were there any missed or delayed steps?	{{YES_NO_7}}	{{REVIEW_NOTE_7}}
Were there communication or equipment problems?	{{YES_NO_8}}	{{REVIEW_NOTE_8}}
Was the AED location appropriate for this area of campus?	{{YES_NO_9}}	{{REVIEW_NOTE_9}}
Does the CERP need to be revised?	{{YES_NO_10}}	{{REVIEW_NOTE_10}}

Team Feedback

What went well

{{WENT_WELL}}

Suggestions or concerns

{{SUGGESTIONS}}

CERP changes needed

{{CERP_CHANGES}}

Corrective Actions and Follow Up

Action needed	Person responsible	Due date	Completed
ACTION_1}}	{{OWNER_1}}	{{DUE_1}}	{{COMPLETE_1}}
ACTION_2}}	{{OWNER_2}}	{{DUE_2}}	{{COMPLETE_2}}
ACTION_3}}	{{OWNER_3}}	{{DUE_3}}	{{COMPLETE_3}}

Next drill target date {{NEXT_DRILL_DATE}}

If the drill identifies needed changes, update the Cardiac Emergency Response Plan, communicate the revisions to the response team, and conduct another drill within the next couple of months to test the revised plan.

SRMCS Cardiac Emergency Response Drill Form

Planning, live drill documentation, and post-drill review

Use this form to prepare and document a school-based cardiac emergency response drill. Do not use the real AED pads during the drill. Clearly communicate that the scenario is a drill, and do not call 911 unless the call has been pre-arranged with emergency responders.

Drill Information

School	{{SCHOOL}}	Drill date	{{DRILL_DATE}}
Start time	{{START_TIME}}	End time	{{END_TIME}}
Drill location	{{LOCATION}}	School day	{{SCHOOL_DAY_STATUS}}
Code used	{{EMERGENCY_CODE}}	Communication method	{{COMMUNICATION_METHOD}}

Drill Team

Role	Name	Responsibility during this drill
School Site Coordinator	{{TEAM_NAME_1}}	Plans and starts the drill
Recorder	{{TEAM_NAME_2}}	Stays beside the manikin and records each step and time
Finder	{{TEAM_NAME_3}}	Finds the victim and initiates the emergency response
EMS communicator	{{TEAM_NAME_4}}	Simulates or completes the pre-arranged EMS call
Cardiac Response Team	{{TEAM_NAME_5}}	Responds according to the CERP
Observer or guest	{{TEAM_NAME_6}}	Provides additional feedback, if invited

Pre Drill Planning Checklist

Done	Item	Notes
[]	Team was notified that a drill would occur within the next few weeks and was asked to review the CERP.	{{NOTE_1}}
[]	Exact drill date and time were not disclosed to responders.	{{NOTE_2}}
[]	Office staff and the EMS communicator understand this is only a drill.	{{NOTE_3}}
[]	911 procedures were reviewed; any live EMS call was pre-arranged.	{{NOTE_4}}
[]	Students and other occupants were informed about the drill when appropriate.	{{NOTE_5}}
[]	Drill location was selected to test response time and AED accessibility.	{{NOTE_6}}
[]	The finder and recorder were selected and briefed.	{{NOTE_7}}
[]	Local Project ADAM coordinator and/or EMS were invited, if desired.	{{NOTE_8}}

Equipment Checklist

Done	Item
[]	Communication devices for response team and office staff
[]	School AED and first responder kit
[]	CPR manikin, preferably dressed in an old T-shirt
[]	AED Training Unit compatible with the manikin
[]	Printed drill form on a clipboard with pen or pencil
[]	Stopwatch or cell phone for recording elapsed time

Scenario Setup

Victim location	{{VICTIM_LOCATION}}	Finder starting point	{{FINDER_START}}
AED starting location	{{AED_LOCATION}}	Team starting areas	{{TEAM_START}}

Based on Project ADAM How to Conduct a Drill, updated May 2025

EMS participation	{{EMS_PARTICIPATION}}	Student presence	{{STUDENT_PRESENCE}}
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Scenario notes
 {{SCENARIO_NOTE_1}}

Live Drill Timing and Response Record

The recorder should remain at the scene beside the manikin and AED Training Unit. Record elapsed time from the finder's initial discovery. Continue through at least two rounds of CPR and AED use.

Observed action	Elapsed time	Completed	Notes
Finder recognizes unresponsiveness and abnormal or absent breathing	{{TIME_1}}	[]	{{ACTION_NOTE_1}}
Finder alerts the office, states this is a drill, identifies an unresponsive victim, and gives the location	{{TIME_2}}	[]	{{ACTION_NOTE_2}}
Established emergency code is announced through the planned communication system	{{TIME_3}}	[]	{{ACTION_NOTE_3}}
First trained responder arrives at the victim	{{TIME_4}}	[]	{{ACTION_NOTE_4}}
Responder assesses responsiveness and breathing	{{TIME_5}}	[]	{{ACTION_NOTE_5}}
CPR begins	{{TIME_6}}	[]	{{ACTION_NOTE_6}}
EMS activation is simulated or completed as pre-arranged	{{TIME_7}}	[]	{{ACTION_NOTE_7}}
AED and first responder kit arrive at the scene	{{TIME_8}}	[]	{{ACTION_NOTE_8}}
Real AED is placed safely aside; AED Training Unit is used	{{TIME_9}}	[]	{{ACTION_NOTE_9}}
Training pads are placed correctly and AED prompts are followed	{{TIME_10}}	[]	{{ACTION_NOTE_10}}
Area is cleared for analysis and simulated shock	{{TIME_11}}	[]	{{ACTION_NOTE_11}}
CPR resumes immediately after the simulated shock or no-shock prompt	{{TIME_12}}	[]	{{ACTION_NOTE_12}}
Second CPR and AED cycle is completed	{{TIME_13}}	[]	{{ACTION_NOTE_13}}
Team continues care until the drill ends or participating EMS takes over	{{TIME_14}}	[]	{{ACTION_NOTE_14}}

Key Response Times

Alert issued	{{ALERT_TIME}}	CPR started	{{CPR_TIME}}
AED arrived	{{AED_ARRIVAL_TIME}}	First analysis	{{FIRST_ANALYSIS_TIME}}

Post Drill Review

Review question	Yes or No	Details
Did responders recognize the cardiac emergency promptly?	{{YES_NO_1}}	{{REVIEW_NOTE_1}}
Did the communication system reach the appropriate team members?	{{YES_NO_2}}	{{REVIEW_NOTE_2}}
Was the victim location communicated clearly?	{{YES_NO_3}}	{{REVIEW_NOTE_3}}
Did CPR begin promptly and continue with minimal interruption?	{{YES_NO_4}}	{{REVIEW_NOTE_4}}
Did the AED and first responder kit arrive promptly?	{{YES_NO_5}}	{{REVIEW_NOTE_5}}
Was the AED Training Unit used safely and correctly?	{{YES_NO_6}}	{{REVIEW_NOTE_6}}
Were there any missed or delayed steps?	{{YES_NO_7}}	{{REVIEW_NOTE_7}}
Were there communication or equipment problems?	{{YES_NO_8}}	{{REVIEW_NOTE_8}}
Is the AED location appropriate for this area of campus?	{{YES_NO_9}}	{{REVIEW_NOTE_9}}
Does the CERP need to be revised?	{{YES_NO_10}}	{{REVIEW_NOTE_10}}

Team Feedback

What went well

{{WENT_WELL}}

Suggestions or concerns

{{SUGGESTIONS}}

CERP changes needed

{{CERP_CHANGES}}

Corrective Actions and Follow Up

Action needed	Person responsible	Due date	Completed
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Action needed	Person responsible	Due date	Completed
{{ACTION_1}}	{{OWNER_1}}	{{DUE_1}}	{{COMPLETE_1}}
{{ACTION_2}}	{{OWNER_2}}	{{DUE_2}}	{{COMPLETE_2}}
{{ACTION_3}}	{{OWNER_3}}	{{DUE_3}}	{{COMPLETE_3}}

Next drill target date {{NEXT_DRILL_DATE}}

If the drill identifies needed changes, update the Cardiac Emergency Response Plan, communicate the revisions to the response team, and conduct another drill within the next couple of months to test the revised plan.

Project ADAM Heart Safe School Program Checklist

A comprehensive program of sudden cardiac arrest preparedness in schools.

This document will serve as your guide through the Heart Safe School program implementation process.

Instructions:

1. Complete and return your initial evaluation to your local Project ADAM affiliate site and they will serve as your partner to guide you through the program. If there is not an affiliate site in your area, we encourage you to utilize our [Project ADAM Resources](#) and contact the National Office for support at projectadam@childrenswi.org.
2. Once all criteria are completed, contact your local Project ADAM affiliate site (if available) to submit necessary documentation to achieve local recognition. Retain a copy in your school files.

Today's Date 09/14/2026

CPR-AED Site Coordinator or Contact Person: Kirsten Host

Email: KirstenH@SwanRiverMontessori.org Phone: 763-271-7926

Name of School: Swan River Montessori Name of District: Swan River Montessori

☒ Pre-school ☒ Elementary ☐ Middle ☐ High School ☐ Private ☐ Other

AUTOMATED EXTERNAL DEFIBRILLATORS (AEDs)	Initial Evaluation	Criteria Completed	Progress Notes
AED equipment location(s) on a school campus are clearly marked and make it possible to retrieve an AED, apply pads and deliver a shock (if needed) to an unresponsive victim in under three minutes.	✓	✓	
The AED(s) is checked for performance readiness at least monthly, or per manufacturer's directions and documented each time.		✓	
We keep a first responder kit near or attached to the AED which includes: CPR barrier device, scissors, gloves, razor and towel.	✓	✓	
CARDIAC EMERGENCY RESPONSE TEAM	Initial Evaluation	Criteria Completed	Progress Notes
A CPR-AED Site Coordinator is identified, who oversees the CPR-AED program activities and training.	✓	✓	
There is a designated Cardiac Emergency Response Team comprised of at least 10% of staff or five to 10 people.	✓	✓	

CARDIAC EMERGENCY RESPONSE PLAN	Initial Evaluation	Criteria Completed	Progress Notes
We have a written Cardiac Emergency Response Plan (CERP) that is reviewed annually.	✓	✓	
We have notified local emergency medical services of our CERP as well the creation of a cardiac emergency communication code to notify responders and others in the area that an incident is occurring. Staff located outside always carry a communication device.		✓	
Our school's written Cardiac Emergency Response Plan, including location of school AED(s), has been shared with any outside groups and organizations who utilize our facilities.		✓	Shared with MCC
TRAINING/EDUCATION	Initial Evaluation	Criteria Completed	Progress Notes
CPR-AED training for the Cardiac Emergency Response Team is updated at least every two years and there is a system in place to track retraining.	✓	✓	
All faculty and staff know where the AED(s) are located and how to access them.	✓	✓	
All faculty and staff have annual education on sudden cardiac arrest (SCA) awareness, signs and how to recognize SCA. Communication procedures and the school's Cardiac Emergency Response Plan are also shared during this education.	✓	✓	
CARDIAC EMERGENCY RESPONSE DRILLS	Initial Evaluation	Criteria Completed	Progress Notes
We conduct at least one annual cardiac emergency response drill to test our emergency plan and communication. A drill summary checklist is utilized for planning purposes and post-drill review.	✓	✓	
Other comments about your program:			
Our school is overseen by a registered nurse, and trained by certified trainers every other year.			

It is recommended but not required that your program has oversight by a physician medical director. If you have questions, please let us know.

If your AED is used:

- Conduct an incident debrief meeting with the Cardiac Emergency Response Team.
- AED maintenance should occur within 24 hours.

Complete the AED Report Form

- The Project ADAM AED Report Form should be completed and returned to your local Project ADAM affiliate site any time the AED is retrieved and brought to the scene of a possible sudden cardiac arrest.

AED Report Form

When to complete this form:

Please complete this form anytime the cardiac/medical emergency response team is activated. Forms should be returned to your local Project ADAM program coordinator or both school and community incidents.

Location of incident:

School = school or part of the school campus.

Community = any location not considered a school or campus site.

Date of Incident: EXAMPLE
Month/Day/Year

Incident Location: ☒ School ☐ Community
Please describe location

School or Community Site Name: Swan River Montessori Charter School

School District (if applicable): Swan River Montessori - 4137

- 1 At the time of the incident, was this site designated as Heart Safe by Project ADAM? ☒ Yes ☐ No ☐ In Progress
- 2 Indicate gender of victim: ☐ Male ☒ Female ☐ Unknown
- 3 Age category of victim:
- 4 Was CPR provided?: ☐ Yes ☒ No ☐ Unknown
- 5 Was there an AED on site?: ☒ Yes ☐ No
- 6 Was an AED brought to the scene?: ☒ Yes ☐ No ☐ Unknown
- 7 Was the AED turned on?: ☒ Yes ☐ No ☐ Unknown
- 8 Were the AED pads placed on the victim?: ☐ Yes ☒ No ☐ Unknown
- 9 Was an AED shock delivered?: ☐ Yes ☒ No ☐ Unknown
- 10 Was EMS/911 contacted?: ☐ Yes ☒ No ☐ Unknown

11 Was the patient transported to the hospital?: ☐ Yes ☒ No ☐ Unknown

12 Did the victim survive? ☒ Yes ☐ No ☐ Unknown

13 Provide a brief description of the incident:

14 Name of the person completing this form : Kirsten Host

15 Position within school or community site: Operations Manager

16 Email address: KirstenH@SwanRiverMontessori.org

Post Sudden Cardiac Arrest (SCA) Incident Debriefing



This document is intended as a general resource to assist in recovery after an event where an AED was used.

A debriefing session should immediately follow any unplanned event (i.e. sudden cardiac arrest) in which the AED was used. These sessions could include the Site Coordinator as well as the members of the Emergency Response Team. This meeting is a supportive discussion of the involvement, thoughts, reactions and feelings resulting from the incident. Ideally, this discussion involves someone trained in critical incident debriefing. Oftentimes local EMS offers this service. Consider contacting your local EMS for what's available in your area.

*****Please check with your school district and/or state privacy laws before releasing any information pertaining to an event in which the AED is used*****

It is important to consider staff and students outside of the Emergency Response Team who might also need support. Those affected by the event may need separate counseling.

Depending on the outcome of the event, and being respectful of the privacy of the individual involved, consideration may be given to inviting the school crisis team/support staff, clergy, your school's Medical Director (if applicable), Project ADAM Coordinator, Project ADAM Medical Director, EMS and/or a parent or representative of the family for an additional debriefing session.

› POINTS TO REMEMBER AFTER A SUDDEN CARDIAC ARREST (SCA) EVENT:

- Be mindful of your local and state privacy laws.
- Be respectful of the victim/survivor and their family. Regardless of the outcome, the family has had a life-altering event and needs time to process what has happened.
- Remind your team that even a perfectly executed response doesn't guarantee a perfect outcome. Assure them that they did everything they could to respond to the emergency.

Additional Follow-up after the AED is used:

EVENT DATA:

Retrieving data from the AED can be crucial for the cardiologist in determining a future treatment plan. Immediately following the event in which the AED is used on a victim, an individual should coordinate obtaining data from the unit. Your EMS liaison, local AED distributor, Project ADAM Medical Director and/or Project ADAM Coordinator may be able to support you with this process.

RESERVICING AED UNIT AND RESTOCKING SUPPLIES:

Your AED manufacturer will have guidelines for reservicing your unit. New pads will need to be purchased and the AED battery will need to be checked/replaced, depending on the unit. Typically the AED can be put back in service without a great deal of delay. Your AED vendor representative should be able to service your unit.

You may need to restock supplies after an event. If the pads, razor, towel or other supplies were used and are not reusable, contact your AED vendor for replacements. Often vendors provide these items free of charge after an event. Also, check to see if your local Project ADAM affiliate has an AED pad replacement program.

Use of an alternate AED unit may be necessary until the AED used for this emergency is serviced. Create a plan with your local EMS or a school that has more than one AED to ensure coverage until your original unit is reserviced.

FINALLY, REPORT THE INCIDENT TO YOUR LOCAL PROJECT ADAM AFFILIATE.

A Project ADAM AED Report Form can be found by visiting:

<https://www.projectadam.com/Heartsafeschools>