

# Cardiac Emergency Response Plan

Howard Lake Waverly Winsted Schools

Reviewed by School Board: 04/13/2026

Date Revised:04/08/2026

## Purpose

HLWW schools has implemented a cardiac emergency response plan in accordance with Minnesota Statute 2025, section 121A.035 for Crisis Management Policy and Minnesota Statute 2025, section 121A.241 Cardiac Emergency Response Plan.

## List of Abbreviations

| Abbreviation | Definition                       |
|--------------|----------------------------------|
| 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

The American Heart Association (AHA) defines sudden cardiac arrest as a sudden and unexpected loss of heart function where the heart stops beating due to an irregular heart rhythm in persons who may or may not have been diagnosed with a heart condition. When the heart beats abnormally, it affects its ability to pump blood, which may lead to cardiac arrest. Without immediate response and treatment, the person may lose consciousness and collapse, leading to death within minutes.

Signs of sudden cardiac arrest may include one or more of the following:

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

It is important to note that sudden cardiac arrest may also occur when a person collapses shortly following a firm, sudden, direct hit to the chest.

## Cardiac Emergency Response Team

HLWW schools have designated the district licensed school nurse as the cardiac emergency response plan coordinator to support the overall development, implementation, and evaluation of a written and practiced plan for cardiac emergencies on school grounds.

In collaboration with school administrators, the CERP coordinator will select a cardiac emergency response team in each building. The team will be trained to respond to emergency medical situations. The team includes members that are available and willing adults, preferably certified in CPR and AED use.

All school staff are to be familiarized with the school’s adopted cardiac emergency response plan. All school staff will be trained to recognize a cardiac arrest, initiate the building’s emergency medical response, call 911 to activate emergency medical services and know where AEDs are located on campus.

Members of each building’s cardiac emergency response team are listed below, with considerations for placement in the 2026-2027 school year. Periodic absences, staff turnover, and the requirement to step away from job duties have been considered in the formation of each cardiac emergency response team.

| Humphrey Elementary School Cardiac Emergency Response Team |                             |  |
|--|-----------------------------|--|
| Staff Name & Title   | CPR/AED Certification Date  | Role   |
| Nicole Walker (health office assistant)                    | 8/2024<br>Take 8/2026 class | Recognize SCA<br>Call 911 if not done already<br>Administer CPR and AED                  |
| Mindy Loge (para/librarian)                                | 9/2024<br>Take 8/2026 class | Recognize SCA<br>Call 911 if not done already<br>Administer CPR and AED<br>Documentation |
| Rachel Murphy (phy ed teacher)                             | 5/2025<br>Due 5/2027        | Recognize SCA<br>Call 911 if not done already<br>Administer CPR and AED<br>Documentation |
| Heidi Joy-Bursch   | Expired                     | Recognize SCA  |

| Humphrey Elementary School Cardiac Emergency Response Team |                              |  |
|--|------------------------------|--|
|  | Take 8/2026 class            | Call 911 if not done already<br>Administer CPR and AED<br>Documentation  |
| Corienna Miller  | Expired<br>Take 8/2026 class | Recognize SCA<br>Call 911 if not done already<br>Administer CPR and AED<br>Documentation   |
| Jen Olson (principal)<br>Kelli Westling (dean of students) | N/A                          | Determine if a hold is indicated<br><br>Contact parent/guardian (or family for<br>staff/visitor)   |
| Terry Knuth (secretary)                                    | N/A                          | For student emergency: print "STU201<br>Student Profile" for EMS<br><br>Notify district office secretary of 911<br>call<br><br>Call district nurse               |
| Breanne Adickes (social worker)                            | N/A                          | Direct students out of the area<br><br>Grab supplies for health office staff<br><br>Wait at the door for EMS and direct<br>them to the location of the emergency |
| Marilyn Greeley (Superintendent Secretary)                 | N/A                          | Notify superintendent<br><br>Collaborate with superintendent on<br>communication to school staff and<br>families   |

| Winsted Elementary School Cardiac Emergency Response Team |                               |   |
|---|-------------------------------|---|
| Staff Name & Title  | CPR/AED<br>Certification Date | Role  |
| Marie Foss (health office assistant)                      | 11/2025<br>Due 11/2027        | Recognize SCA<br>Call 911 if not done already<br>Administer CPR and AED |

Winsted Elementary School Cardiac Emergency Response Team

|  |                             |   |
|--|-----------------------------|---|
| Jeff Goudy (4th grade teacher)                             | 2024<br>Take 8/2026 class   | Administer CPR and AED Documentation  |
| David Luhman (phy ed teacher)                              | 3/2025<br>Due 3/2027        | Administer CPR and AED Documentation  |
| Katherine Dodge  | 9/2024<br>Take 8/2026 class | Administer CPR and AED Documentation  |
| Hailey Krueger   | 8/2025<br>Due 8/2027        | Administer CPR and AED Documentation  |
| Courtney Gallus  | 11/2025<br>Due 11/2027      | Administer CPR and AED Documentation  |
| Jen Olson (principal)<br>Kelli Westling (dean of students) | N/A                         | Determine if a hold is indicated<br><br>Contact parent/guardian (or family for staff/visitor)   |
| Julie Stifter (secretary)                                  | N/A                         | For student emergency: print "STU201 Student Profile" for EMS<br><br>Notify district office secretary of 911 call<br><br>Call district nurse                  |
| Emma Foss (social worker)                                  | N/A                         | Direct students out of the area<br><br>Grab supplies for health office staff<br><br>Wait at the door for EMS and direct them to the location of the emergency |
| Marilyn Greeley (Superintendent Secretary)                 | N/A                         | Notify superintendent<br><br>Collaborate with superintendent on communication to school staff and families  |

HLWW Middle School Cardiac Emergency Response Team

| Staff Name & Title | CPR/AED | Role |
|--------------------|---------|------|
|--------------------|---------|------|

HLWW Middle School Cardiac Emergency Response Team

|  | Certification Date                        |   |
|--|---|---|
| Angie Eull (health office assistant)       | 8/2024<br>Due 8/2026<br>Take 8/2026 class | Recognize SCA<br>Call 911 if not done already<br>Administer CPR   |
| Nicole Kittock (payroll assistant)         | 1/2026<br>Due 1/2028                      | Administer CPR and AED  |
| Jacob Johnson (school resource officer)    |   | Administer CPR and AED<br>Communicate with dispatch   |
| Andy Hertwig                               | 9/2024<br>Take 8/2026 class               | Administer CPR and AED  |
| Tyler Maher                                | 2024<br>Take 8/2026 class                 | Administer CPR and AED  |
| Jim Schimelpfenig (principal)              | N/A                                       | Determine if a hold is indicated<br><br>Contact parent/guardian (or family for staff/visitor)   |
| Andraya Parenteau (MS counselor)           | N/A                                       | Keep students out of the area<br><br>Grab supplies for health office staff<br><br>Wait at the door for EMS and direct them to the location of the emergency |
| Kristi Clouthier (social worker)           | N/A                                       | Documentation   |
| Tami Bangasser (secretary)                 |   | For student emergency: print "STU201 Student Profile" for EMS<br><br>Notify district office secretary of 911 call<br><br>Call district nurse                |
| Marilyn Greeley (superintendent secretary) | N/A                                       | Notify superintendent<br><br>Collaborate with superintendent on communication to school staff and families  |

HLWW High School Cardiac Emergency Response Team

| Staff Name & Title                                       | CPR/AED<br>Certification Date                                     | Role   |
|--|---|--|
| Angie Eull (health office assistant)                     | 8/2024<br>Take 8/2026 class                                       | Recognize SCA<br>Call 911 if not done already<br>Administer CPR and AED  |
| Nicole Kittock (payroll assistant)                       | 1/2026<br>Due 1/2028  | Administer CPR and AED   |
| Jacob Johnson (school resource officer)                  |   | Administer CPR and AED<br>Communicate with dispatch  |
| Peter Hayes  | 9/2024<br>Take 8/2026 class<br><br>Certified<br>evaluator 12/2025 | Administer CPR and AED   |
| James Carr   | 9/2024<br>Take 8/2026 class                                       | Administer CPR and AED   |
| Dr. Stephanie Kuehn (principal)                          | N/A   | Determine if a hold is indicated<br><br>Contact parent/guardian (or family for<br>staff/visitor)   |
| Emily Holm (HS counselor)                                | N/A   | Direct students out of the area<br><br>Grab supplies for health office staff<br><br>Wait at the door for EMS and direct<br>them to the location of the emergency |
| Kristi Clouthier (social worker)                         | N/A   | Documentation  |
| Sandy Stallmo (secretary)<br>Danielle Kuznia (secretary) | DK: 3/2024<br>Due 3/2026<br>Take 8/2026 class                     | For student emergency: print "STU201<br>Student Profile" for EMS<br><br>Notify district office secretary of 911<br>call<br><br>Call district nurse               |

| HLWW High School Cardiac Emergency Response Team |     |  |
|--|-----|--|
| Marilyn Greeley (Superintendent Secretary)       | N/A | Notify superintendent<br><br>Collaborate with superintendent on communication to school staff and families |

## Automated External Defibrillator Equipment

Automated external defibrillators (AEDs) are devices used to analyze the heart’s rhythm, and, if necessary, deliver an electrical shock, to restore a normal rhythm. AEDs are lifesaving devices designed to be easy to use with visual and audio guidance.

### Procurement

When procuring AEDs, HLWW schools will consider several options to best meet the school’s needs and budget. Options may include, but are not limited to the following: direct purchase from manufacturers, medical supply distributors, government grants and funding, partnerships with local hospitals or health organizations, fundraising and community donations, nonprofit organizations, bulk purchasing through education cooperatives or consortiums, or online retailers. Best practice recommendations include purchasing AEDs and AED accessories that have received premarket approval from the U.S. Food and Drug Administration. As of the 2025-2026 school year, all AEDs placed throughout the HLWW school district are approved by the U.S. Food and Drug Administration.

### Placement

AEDs are to be stored in an unlocked case. AED cabinets are installed in high traffic areas, such as cafeterias and gymnasiums. AED cabinets are to be installed at a height and location that ensures accessibility to people of all abilities. The device’s readiness indicator should be facing outward and visible with signage that clearly indicates the location of the device with AED use instructions available in languages relevant to the school community. The American Heart Association recommends, and Minnesota state law requires, that schools place AEDs in accessible locations throughout the campus to allow for retrieval and delivery to the scene ideally within 3 minutes of being notified of a potential cardiac emergency. See Minnesota Statutes 2025, section 121A.241, subdivision 2(2).

Each activity and athletic team is responsible to individualize a cardiac emergency response plan that fits the environment of their group. Mobile AEDs are available to groups that practice and compete outdoors, including but not limited to, football, baseball, softball and cross country.

AEDs are available near all gymnasiums and the High School theater for activities and athletics that occur within the school building. Minnesota Statutes 2025, section 121A.241, subdivision 2(7).

AEDs will have pads with dual functionality to treat both adult and pediatric patients. Visual diagrams are available to demonstrate appropriate placement of the pads on an adult or pediatric patient. AED cabinets mounted indoors will have a razor, antiseptic wipe, a clothing shears, a CPR mask, gauze sponges and non-latex gloves.

See appendix A for a map of AED locations in the HLWW school district.

## Maintenance

AEDs are checked on a monthly basis by a health office staff member. The expiration date of the battery and pads are to be checked once a month. A safety check will be performed per the manufacturer's instructions once monthly and documented accordingly. The district school nurse is ultimately responsible for monthly checks of the district's AEDs. Minnesota Statutes 2025, section 121A.241, subdivision 2(3).

## Registry

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. HLWW Schools' AEDs are registered through the National Emergency AED Registry (NEAR) through the PulsePoint Foundation at PulsePoint AED.

## Communication of the Cardiac Emergency Response Plan

The school's adopted cardiac emergency response plan is distributed as a part of the building's crisis management plan to all staff at the start of each school year. This plan is accessible to students, staff and community members on the school website, under Policy 806: Crisis Management.

## Integration of Local Emergency Medical Services with the School Plan

The cardiac emergency response plan is shared with school administrators, members of the cardiac emergency response team, school safety officials, relevant local emergency responders, health office staff and athletic staff. The adopted CERP with location of onsite AEDs will be provided to first responders, as requested. Minnesota Statutes 2025, section 121A.241, subdivision 2(4).

## Training for CPR and AED Use

As a best practice, all school staff and coaches should review the school's CERP annually and be encouraged to learn hands-only CPR and AED use. These efforts ensure a coordinated and rapid response to cardiac emergencies within the school setting.

### CPR Training

Training is the educational process of learning how to recognize sudden cardiac arrest, perform chest compressions (hands-only CPR), and use an AED. School staff and coaches are encouraged to participate in annual CPR and AED education to strengthen school-wide readiness and ensure a timely response that meets CERT roles of CPR initiation, AED retrieval and 911 notification. Annual training should include review of the CERP, recognizing the signs of cardiac arrest, understanding how to initiate the emergency response team and knowledge of where AEDs are located inside the building.

Training will be provided at no cost to members of the cardiac emergency response team, as well as additional staff that are interested in obtaining certification in CPR and AED use. HLWW school district will schedule up to four CPR courses throughout the school year. Staff will be compensated for their instruction time. For the 2026-2027 school year, courses will be led by Peter Hayes, HLWW high school physical education and health teacher, who is certified in evaluating CPR and AED skills in lay rescuers.

### CPR Certification

Certification formally recognizes a person's proficiency in performing CPR and AED use. Certification is obtained through a nationally recognized organization, such as the American Heart Association, the American Red Cross, among others, and includes written and in-person hands-on testing. Members of the cardiac emergency response team should renew certification every two years to maintain competency. Certification is recommended for all coaches and others who regularly supervise student physical activity.

## Practice Drill for Cardiac Emergency Response

For schools to be fully prepared to respond to a cardiac emergency, annual drills for school staff and students should be incorporated into the CERP. Minnesota Statutes 2025, section 121A.241, subdivision 2(5). The American Heart Association describes a successful cardiac emergency response drill as a full completion of the CERP protocol in 5 minutes or less. Each HLWW school will schedule one drill annually. A drill allows the response team time to practice key elements of the plan including effective communication, availability of CPR/AED certified responders, identification of roles and responsibilities, access to AEDs, and coordination with

onsite and community medical responders. The district school nurse will be responsible to schedule, coordinate, observe and conduct a post-drill feedback session to promote learning amongst the CERP team members once annually.

## Annual Review of the Plan

School boards are required to conduct an annual review and evaluation of the cardiac emergency response plan, focusing on ways to improve the effectiveness of the plan. Minnesota Statutes 2025, section 121A.241, subdivision 2(6). Annually, the district’s cardiac emergency response plan coordinator and building cardiac emergency response team members should review and update the CERP based on current evidence-based practices for responding to a cardiac emergency.

## Protocol for Cardiac Emergency Response

This protocol provides step-by-step guidance that all staff can follow in the event of a cardiac emergency.

1. Recognize signs of a sudden cardiac arrest (may include one or more of the following)
  - a. Not moving, breathing, or unconscious
  - b. Not breathing normally (ex: may have irregular breathing patterns, gasping or gurgling, or may not be breathing at all)
  - c. Seizure or convulsion-like movements
2. The first school staff to observe the unresponsive person calls 911 or designates another adult to call 911
  - a. Provide the school building address

The nearest medical facility equipped in advanced cardiac care are listed below by district location. Coaches and activity supervisors are advised to consider the nearest medical facility while attending competitions away from HLWW campuses.

| District Location  | Nearest Medical Facility  |
|--|---|
| HLWW High School & Middle School<br>8700 County Road 6 SW<br>Howard Lake MN, 55349 | Ridgeview Medical Center<br>500 S Maple Street<br>Waconia, MN 55387 |
| Winsted Elementary School<br>431 4th Street North<br>Winsted, MN 55395             | Ridgeview Medical Center<br>500 S Maple Street<br>Waconia, MN 55387 |
| Humphrey Elementary School<br>803 Elm Avenue                                       | Buffalo Hospital<br>303 Catlin Street                               |

|  |  |
|--|--|
| Waverly, MN 55390  | Buffalo, MN 55313  |
| MAWSECO Ed Center<br>720 9th Avenue<br>Howard Lake, MN 55349 | Buffalo Hospital<br>303 Catlin Street<br>Buffalo, MN 55313 |

- b. Explain the person's condition/symptoms
  - c. Listen carefully to the dispatcher for additional guidance
  - d. Stay on the line and answer dispatcher questions
3. Once 911 has been called, activate the cardiac emergency response team (CERT) immediately as outlined in the cardiac emergency response plan. Use a calm, clear voice and state "There is a medical emergency in [name specific location]." Repeat three times.
4. The school staff that finds the unresponsive person should also designate someone to retrieve and deliver the AED from the nearest location to the emergency. Often a team member enroute to the scene can retrieve the AED the fastest.
5. The first staff member at the scene of the emergency should start CPR (hands-only CPR if not CPR certified is an effective response and increases chance of survival until a CERT member or EMS arrive on scene)
  - a. Place the person on their back on a firm, flat surface
  - b. Using 2 hands, place the heel of one hand in the center of the chest, on the lower half of the breastbone with the other hand directly on top (or one hand for smaller children) pushing hard and fast to a depth of about 2 inches (or one-third the chest for smaller children). You can lift or interlock fingers to keep them off the chest.
  - c. 100-120 compressions per minute, allowing the chest to rise fully between compressions
  - d. If you are able and willing to provide rescue breaths, use a CPR barrier mask and provide 2 breaths after 30 compressions
  - e. Continue compressions until help arrives
6. Communication of the CERT will vary by school, due to varying ages of students in each building.
  - a. HLWW High school and Middle school staff will alert the CERT via an overhead page, stating "Medical Emergency in [state location]" and repeat three times.
  - b. Winsted and Humphrey Elementary School staff will call the school secretary to report a medical emergency. The school secretary will then alert the CERT via mobile radios/walkie talkies. School administrators will communicate to school secretaries if a "hold" is indicated. The school secretary will announce a "hold" over the intercom if prompted to do so.
7. Cardiac emergency response team members should report to the emergency location and respond based on roles and responsibilities assigned, ensuring CPR certified staff remain on scene and additional staff are securing the location and available at entry points to quickly direct EMS personnel to the scene.

8. When the AED arrives, turn the device on immediately
9. Follow the AED's visual and audio prompts for pad placement and shock advisement. Note: the AED will only deliver electrical shocks if advised by the device. Continue CPR, rotating staff doing chest compressions as needed, until the person becomes responsive, or EMS takes over.
10. Transfer care to EMS upon their arrival reporting the time the unresponsive person was found and when CPR began.
11. A CERT member should be designated to document the emergency, noting the time the event began, when CPR was initiated, when and if the AED delivered a shock, the time EMS arrived on scene and assumed control of the emergency response, and the person's condition when care was transferred to EMS.
12. Following the communication procedures outlined in the building's crisis management plan, a school administrator should notify emergency contacts for the unresponsive person.
13. Medical providers evaluating the person following the emergency response may request information about what the person was doing at the time of the event as well as retrieval of data from the AED to determine proper treatment. EMS personnel may request that the school send the AED with the person to the hospital. The district school nurse or school administrator will coordinate a plan to return the AED back to campus.
14. CERT members should allow for time following the event to debrief the outcome of the cardiac emergency and complete an after-action review to identify successes and areas for improving future emergency medical response, updating plans and protocols accordingly. School boards are required to annually review and evaluate the effectiveness of the plan.
15. The school district will provide support for students and/or staff that participated in or observed a medical emergency response on campus. Students and staff may engage with school-employed mental health professionals to evaluate post-event trauma and identify students who may need additional care and support following the emergency event.

## CPR & AED Instruction for Secondary Students

One-time cardiopulmonary resuscitation and automatic external defibrillator instruction is included in the HLWW curriculum for students between grades 7-12. Training and instruction under this section need not result in cardiopulmonary resuscitation certification. Minnesota Statutes 2025, section 120B.236a.

## Legal References

Minnesota Statutes 2025, section 121A.241 Cardiac Emergency Response Plan

Minnesota Statutes 2025, section 120B.236 Cardiopulmonary Resuscitation and Automatic External Defibrillator Instruction

Minnesota Statutes 2025, section 121A.035 Crisis Management Policy

Minnesota Statutes 2025, section 403.51 Automatic External Defibrillation; Registration  
Minnesota Statutes 2025, section 604A.01 Good Samaritan Law

## Appendices

Appendix A: Map of AED Locations by School

[HLWW AED Locations](#)