

HAWTHORN ACADEMY

Cardiac Emergency Response Plan

2026–2027 School Year

Document Control	Information
Governing Authority	Hawthorn Academy Board of Directors
Applies To	West Jordan Campus and South Jordan Campus
Statutory Authority	Utah Code §53G-9-216; Utah S.B. 244 (2026)
Effective Date	Upon Board approval; operational beginning in the 2026–2027 school year
Board Approval Date	September 9, 2026
Next Annual Review	Before the first student day of the 2027–2028 school year
Plan Administrator	Superintendent or designee

Board Action Requested

Approve the Hawthorn Academy Cardiac Emergency Response Plan and authorize the Superintendent or designee to complete and update campus-specific operational details that do not materially alter Board policy or legal compliance.

IMPORTANT: Before implementation, each campus addendum must be completed with current names, AED locations, emergency contacts, and timed three-minute access verification.

1. Purpose and Policy

Hawthorn Academy is committed to a rapid, coordinated, evidence-based response to sudden cardiac arrest and similar life-threatening cardiovascular emergencies. Each campus shall maintain and implement an individualized Cardiac Emergency Response Plan (CERP) that uses trained personnel, immediate activation of emergency medical services (EMS), high-quality cardiopulmonary resuscitation (CPR), and rapid access to an automated external defibrillator (AED).

The Board directs the Superintendent or designee to administer this plan, maintain campus-specific addenda, provide required resources and training, monitor compliance, and report material deficiencies to the Board.

2. Scope

This plan applies to students, employees, volunteers, visitors, contractors, spectators, and other persons on Hawthorn Academy property or participating in school-sponsored activities. It applies during the instructional day and during before-school, after-school, evening, athletic, extracurricular, and other extended-hour activities on school property.

3. Definitions

Term	Meaning
AED	Automated external defibrillator.
CERP	A campus plan addressing the appropriate use of school personnel to respond to sudden cardiac arrest or a similar life-threatening emergency on school grounds.
Emergency cardiovascular care	Immediate medical care provided to a person experiencing a life-threatening cardiovascular emergency.
Evidence-based core elements	Emergency cardiovascular care practices recommended by the American Heart Association or other nationally recognized, evidence-based standards.
Sudden cardiac arrest (SCA)	An abrupt loss of heart function. A person may suddenly collapse, be unresponsive, and be absent normal breathing or only gasping.
Three-minute access standard	The AED is retrieved and pads are placed on the person within three minutes of recognition of suspected SCA.

4. Governance and Responsibility

4.1 LEA Plan Administrator

- Oversees LEA-wide compliance and campus plan completion.
- Coordinates resources, training, drills, documentation, EMS notification, annual reporting, and Board updates.
- May make nonmaterial operational updates, including staff assignments, phone numbers, AED inventory, schedules, and facility routes.

4.2 Campus Administrator

- Maintains the individualized campus addendum and designates a multidisciplinary Cardiac Emergency Response Team.
- Ensures coverage during the school day and all extended-hour activities.

- Ensures drills, inspections, corrective actions, and records are completed.

4.3 CERP Team

Each campus shall designate multiple trained responders from varied roles so the plan does not depend on one person. The team should include administration, office staff, educators, school nursing personnel when available, physical education or athletic staff, facilities staff, and staff who supervise before- and after-school activities.

5. Recognition and Immediate Response

Any person may activate the plan. A suspected SCA shall be treated as a medical emergency. Responders shall not delay action while attempting to determine the underlying cause.

1. Confirm scene safety. Check responsiveness and breathing. If the person is unresponsive and not breathing normally or is only gasping, presume cardiac arrest.
2. Direct a specific person to call 911 and activate the school's internal emergency notification procedure. Provide the exact campus location and send a person to meet EMS.
3. Direct a specific person to retrieve the nearest AED and emergency response supplies immediately.
4. Begin high-quality CPR. Use adult or pediatric techniques appropriate to the person and follow current evidence-based training.
5. Apply the AED as soon as it arrives. Follow the device's visual and voice prompts. Do not delay pad placement to remove the person to another location.
6. Continue CPR and AED use until the person shows signs of life, trained EMS personnel assume care, or the scene becomes unsafe.
7. Control the area, provide crowd management, support EMS access, and contact the parent/guardian or emergency contact as appropriate without delaying lifesaving care.

Good-faith assistance should be provided within the responder's training. The AED will analyze the heart rhythm and will advise a shock only when indicated.

6. Response Roles

Role	Primary Duty	Backup/Continuity
Incident Lead	Directs immediate response until EMS assumes care.	Any trained CERP team member may assume command.
911 Caller	Calls 911, stays on the line, relays condition and exact location.	A second person confirms the call was completed.
CPR Responder(s)	Begins CPR and rotates compressors about every two minutes when feasible.	Additional trained responders relieve as needed.
AED Retriever/Operator	Retrieves, powers on, and applies AED promptly.	Nearest available person retrieves; trained responder operates.
EMS Liaison	Meets responders, opens access points, guides EMS to patient.	Office/facilities staff maintain access.
Crowd/Student Manager	Moves students and bystanders, preserves privacy and access.	Nearby staff supervise relocated students.
Family/Leadership Contact	Makes notifications after 911 activation and without delaying care.	Campus administrator assigns alternate.
Recorder	Documents timeline and preserves AED event data after care.	Administrator assigns after scene stabilizes.

7. AED Placement, Access, and Signage

- Each campus shall maintain at least one FDA-approved AED and enough units to meet the three-minute access standard throughout occupied school property.
- AEDs shall be in unlocked, central, clearly visible locations accessible during all hours the campus is in use.
- Standard AED signs shall identify each location; directional signs shall be added where needed.
- Campus teams shall test and document travel time from foreseeable incident areas, including gyms, playgrounds, fields, distant wings, upper levels, parking areas, and extended-hour activity spaces.
- The campus addendum shall identify the exact unit, cabinet, route, coverage area, and any access limitation. Any route that cannot support pad placement within three minutes requires relocation or an additional AED.

8. AED Inspection and Maintenance

- The AED Coordinator shall inspect each unit visually at least monthly and after every use.
- Testing and maintenance shall follow the manufacturer's operational guidelines.
- The inspection includes readiness indicator, physical condition, cabinet/access, signage, battery status, pad package integrity and expiration, pediatric capability where applicable, and availability of response supplies.
- Expired, damaged, recalled, or non-ready equipment shall be corrected promptly. The campus administrator shall establish an interim coverage plan if a unit is unavailable.
- After use, the unit shall be cleaned, supplies replaced, event data preserved as directed, and the unit returned to service as soon as practicable.

9. EMS Coordination

Each campus shall notify the appropriate first aid, ambulance, rescue squad, or EMS provider of the AED type and exact location. Notification shall be updated when a unit is added, removed, replaced, or relocated. The campus shall retain the date, recipient, and method of notification.

10. Training

- Designated responders shall maintain current, evidence-based adult and pediatric first aid, CPR, and AED training or certification from an approved provider.
- Training records shall include participant, role, provider, completion date, expiration date, and scope.
- All staff shall receive annual CERP awareness instruction covering recognition of SCA, calling 911, the campus alert method, AED locations, and the expectation to begin CPR or assist within their level of training.
- Before and after-school supervisors, coaches, club advisors, and event staff shall receive role-specific orientation before supervising activities.
- Newly assigned responders shall be trained promptly. Coverage shall be reviewed whenever staffing or activity schedules change.

11. Drills and Exercises

Each campus shall conduct and document live simulation drills at least annually. Drills shall be timed from recognition of the emergency through AED pad placement and shall test the full response chain.

Required Exercise	Minimum Standard
School-day drill	One annual live exercise during peak instructional hours involving the campus response team and representative staff.
Extended-hours drill	One annual live exercise during or realistically simulating before-school or after-school operations, including athletics, clubs, events, or other applicable activities.
Performance measures	Recognition, 911 activation, internal notification, CPR start, AED retrieval and pad placement within three minutes, EMS access, role coverage, and communication.
After-action review	Document times, strengths, gaps, responsible person, corrective action, due date, and closure verification.

Drills shall not use live shocks. Training devices should be used when available. The campus shall minimize disruption and provide appropriate notice consistent with school safety procedures.

12. Post-Incident Actions

- Ensure the person is transferred to EMS and complete required family and leadership notifications.
- Secure the AED and event record; do not alter or disclose protected information except as authorized or required.
- Complete an incident timeline and required school reports as soon as practicable.
- Restore the AED and response supplies to service.
- Conduct a confidential debrief focused on systems improvement and offer appropriate support resources to affected students and staff.
- Consult administration, legal counsel, insurer, and public information personnel as appropriate before external communication.

13. Records, Privacy, and Annual Review

- Maintain campus plans, team rosters, certifications, monthly AED checks, maintenance records, EMS notifications, drill logs, corrective actions, and incident documentation in the designated secure compliance system.
- Medical and student information shall be handled under applicable privacy laws and Hawthorn Academy policy. Drill records should not contain unnecessary personally identifying information.
- Each campus shall review and update its addendum before each school year and whenever facilities, AED locations, equipment, staffing, or extended-hour programming materially changes.
- Compliance shall be reported annually as required by USBE, including through the School Health Workload Report when applicable.

14. Funding and Donations

Hawthorn Academy may pursue appropriations, grants, gifts, donations, and in-kind support for FDA-approved AEDs, maintenance, pads, batteries, CPR training kits, staff training, first aid training, signage, and educational materials. Acceptance and use shall follow applicable procurement, gift, and financial-control requirements.

15. Legal Authorities and Technical References

- Utah Code §53G-9-216, Cardiac emergency response plans (effective July 1, 2026).
- Utah S.B. 244 (2026 General Session), enrolled bill.
- Utah State Board of Education, FY27 CERP Implementation Grant guidance and scoring rubric (July 2026).
- American Heart Association, Cardiac Emergency Response Plan resources and current evidence-based emergency cardiovascular care guidance.

This plan is an operational safety policy and does not replace professional medical judgment, current certification standards, manufacturer instructions, or EMS direction.

Appendix A — Campus-Specific Implementation Plan

Complete one copy for each campus. The completed addendum is part of the approved Hawthorn Academy CERP and shall be available to the campus response team. Update operational fields as changes occur.

Appendix B — West Jordan Campus

Campus Field	Campus Information
Campus address	9062 South 2200 West, West Jordan, Utah 84088
Main phone	(801) 282-9066
Campus administrator	_____
CERP campus coordinator	_____
Local EMS/fire agency	_____
Nearest receiving hospital (planning reference only)	_____
Normal operating hours	_____
Before/after/evening activities	_____
Date plan completed/verified	_____

Campus Response Team

Role	Primary Person/Position	Backup Person/Position	Training Expires
Incident lead			
911 caller			
CPR responder 1			
CPR responder 2			
AED retriever/operator			
EMS liaison			
Crowd/student manager			
Family/leadership contact			
Recorder			

AED Inventory and Three-Minute Access Validation

AED ID / Model	Exact Unlocked Location	Primary Coverage Area	Pads On Time	Verified / Date

Attach a simple campus map showing AED locations, directional signage, primary travel routes, exterior athletic/event areas, and EMS entry points.

Emergency Communication and Access

Item	Campus Procedure
Internal emergency alert method	_____
Exact words/code used	_____
Primary EMS entrance and address detail	_____
Person/position who opens doors or gates	_____
Person/position who meets EMS	_____
Backup if office is unstaffed	_____
Extended-hour activation process	_____

Annual Drill Schedule

Drill	Planned Date/Window	Activity/Shift Tested	Result / Corrective Action Closed
School-day live drill			
Before/after-school live drill			

EMS Notification Record

AED Type / Location Information Sent	Agency / Recipient	Date / Method	Sent By
Update after relocation/replacement			

Campus Administrator Signature: _____ **Date:** _____

LEA Plan Administrator Signature: _____ **Date:** _____

Appendix C — South Jordan Campus

Campus Field	Campus Information
Campus address	1437 West 11400 South, South Jordan, Utah 84095
Main phone	(801) 260-3040
Campus administrator	_____
CERP campus coordinator	_____
Local EMS/fire agency	_____
Nearest receiving hospital (planning reference only)	_____
Normal operating hours	_____
Before/after/evening activities	_____
Date plan completed/verified	_____

Campus Response Team

Role	Primary Person/Position	Backup Person/Position	Training Expires
Incident lead			
911 caller			
CPR responder 1			
CPR responder 2			
AED retriever/operator			
EMS liaison			
Crowd/student manager			
Family/leadership contact			
Recorder			

AED Inventory and Three-Minute Access Validation

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Emergency Communication and Access

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Annual Drill Schedule

Drill	Planned Date/Window	Activity/Shift Tested	Result / Corrective Action Closed
School-day live drill			
Before/after-school live drill			

EMS Notification Record

AED Type / Location Information Sent	Agency / Recipient	Date / Method	Sent By
Update after relocation/replacement			

Campus Administrator Signature: _____ **Date:** _____

LEA Plan Administrator Signature: _____ **Date:** _____

Appendix D — Monthly AED Readiness Log

Use one line per AED each month and after every use. Follow the manufacturer's instructions; this log does not replace required device testing or maintenance.

Date	Campus / AED ID	Ready Light	Pads / Exp.	Battery / Exp.	Cabinet & Sign	Supplies	Initials / Action

Appendix E — Drill and After-Action Record

Field	Record
Campus / date / time	_____
Operational period tested	☐ School day ☐ Before school ☐ After school/evening
Scenario and location	_____
Recognition time	_____
911 activated	_____
CPR started	_____
AED pads placed	_____
Three-minute standard met	☐ Yes ☐ No Elapsed time: _____
Roles/participants	_____
Strengths	_____ _____
Gaps identified	_____ _____
Corrective action / owner / due date	_____ _____
Closure verified by / date	_____

Appendix F — Cardiac Emergency Incident Record

Complete after the scene is stabilized. Store securely. Do not include this form in publicly distributed copies of the plan.

Field	Record
Campus / incident location	_____
Date / recognition time	_____
911 call / CPR start / AED arrival / pads placed	_____
Shock advised/delivered	_____
EMS arrival / transfer time	_____
Responders and witnesses	_____
Notifications completed	_____
AED event data secured by	_____
Equipment restored to service	Date/time: _____ By: _____
Administrative follow-up	_____ _____

Appendix G — Board Approval

The Hawthorn Academy Board of Directors approves this Cardiac Emergency Response Plan and delegates implementation and nonmaterial operational updates to the Superintendent or designee.

Approval Field	Entry
Motion	_____
Moved by / Seconded by	_____
Vote	_____
Approval date	_____
Board Chair signature	_____
Superintendent signature	_____