

School Name: **Walter R Sundling Middle School**
 School Phone: **847-963-3700**
 School Address: **1100 N. Smith Street, Palatine IL 60067-2606**
 Cross Streets: Dundee Road and N. Smith Street



AED EMERGENCY

Location of AED units: (Cardiac Science G5)

1. Health office
2. Outside of Library
3. Outside of AP office
4. Near Gym and Cafeteria
5. Near Door 18
6. 2nd Floor: stairwell between rooms 208 and 209

Method to Announce Alert: **Walkie/All call**

“Cardiac Emergency - Room ____”

CERT Team Members	Extension	CPR Expiration Date	Role
School Nurse Sarah Opper	847-963- 3702	01/20/2028	Cardiac Emergency Response Team Coordinator
Principal Jason Dietz	847-963- 3705	07/30/2027	Crowd Control/District Communication
AP Oscar Mercado AP Abbey Grabowski	847-963- 3711 847-963- 3704	07/30/2027 07/30/2027	Document/Communicate with front office
PE Teacher Jerry Roberts Christian Chavez Sean Clarke Jen Wasner Jeremy Helfrich Amie Wolff	847-963-3761 847-963-3772 847-963-3762 847-963-3761 847-963-3762	03/2028 01/20/2028 01/20/2028 01/20/2028 01/20/2028	Bring AED (if not already present)
Secretary Jennifer Ratkovich	847-963- 3780	01/29/2028	Notify EMS
Clerical Stephanie Lopez	847-963- 3703		Meet EMS
Student Services Coordinator: Karla Richards		07/30/2027	Any CPR trained staff in area should assist as needed

Because possible scenarios requiring CPR/AED use may vary greatly, any of the CERT team members may be called upon to assist in any steps of the response plan.

CERT Response Plan

1. Teacher/Staff alert **CERT** of emergency via **walkie or overhead page** Announce Alert: **“Cardiac Emergency, Room ____”** (give exact location). **CERT members** should go immediately to that location.
Nurse responds on walkie: **“Nurse on the way; bringing AED”**. **Secretary** responds on walkie: **“Calling 911”** (if not already called)
2. If victim is not responsive, call for **AED**; start **CPR**; stay with the victim.
3. **Teacher/Admin Support** directs removal of other students to adjacent classrooms.
4. If CPR has not been initiated, then the closest CPR certified person begins CPR. When the **nurse** arrives, they will take over CPR and medical care.
5. First CERT team member or other designated adult on the scene will grab the AED, leaving the AED box door OPEN so the alarm will signal other team members that the AED has been taken.
6. **AP** will bring a walkie talkie to communicate with the front office and will document events in notebook from Nurse Emergency bag. **PE teacher** is the backup.
7. **Narcan** is available in every AED. Use in the event of Opioid overdose, per AHA protocols.
8. **Secretary** will notify EMS if not already called (note the time EMS was called and when they arrive). **Clerical** will be the backup
9. **NOTIFY DISTRICT OFFICE** (if not already done - calls made from district phone automatically notify ESC)
10. **Clerical** will meet EMS and show them to the location. **Secretary** will be the backup.
11. **Principal** will call and inform parents/family. **AP** will be the backup.
12. **Clerical** will copy the victim’s emergency information and send it with EMS. **Secretary** will be the backup.
13. Crowd control is maintained by **CERT team**.

Non-Emergency Responsibilities

The Emergency Response Team will notify local Police/Fire Department of presence and location of AED units on site. School Nurse will be responsible for maintaining AED checklist and providing ongoing training and updates to members of the CERT team.

(Updated 07/2026)