

School Name: **Kimball Hill Elementary School**
 School Phone: **847-963-5200**
 School Address: 2905 Meadow Dr., Rolling Meadows, IL 60008
 Cross Streets: Kirchoff Rd. & Rohlwing Rd.



AED EMERGENCY

Location of AED units: (Zoll AED 3)	1. Outside Staff Lounge, room 160 3. 2nd Floor: 2. Outside MPR, room #110
Method to Announce Alert: Walkie/All call	“Cardiac Emergency - Room ____”

CERP Team Members	Extension	CPR Expiration Date	Role
School Nurse Vanessa Carreno	847-963- 5202	11/2026	Cardiac Emergency Response Team Coordinator
Principal Michelle Lacamera	847-963- 5205	07/31/2027	Crowd Control/District Communication
AP Monique Brandonislo	847-963- 5204	07/31/2027	Document/Communicate with front office
PE Teacher Joe Ahlgrim	847-963- 5230	05/25/2026	Bring AED (if not already present)
Secretary Sharon Meikel	847-963- 5280		Notify EMS
Clerical Maria Rebeca Vazquez	847-963- 5203		Meet EMS
Student Services Coordinator Keli Swierczek	847-963- 3047	07/31/2027	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 way with AED”**; **Secretary** responds on walkie: **“Calling 911”**
2. If victim is not responsive, call for **AED**; start **CPR**; stay with the victim. Teacher directs removal of other students to adjacent classrooms.
3. 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.
4. 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.
5. **AP** will bring a walkie talkie to communicate with the front office and will document events in notebook from Nurse Emergency bag. **PE teacher** will be the backup.
6. **Secretary** will notify EMS (note the time EMS was called and when they arrive). **Clerical** will be the backup
7. **Clerical** will meet EMS and show them to the location. **Secretary** will be the backup.
8. **Principal** will call and inform parents/family. **AP** will be the backup.
9. **Clerical** will copy the victim’s emergency information and send it with EMS. **Secretary** will be the backup.
10. 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. 08/2025