

School Name: **Jane Addams Elementary School**
 School Phone: **847-963-5000**
 School Address: 1020 E. Sayles Dr. Palatine, IL 60074
 Cross Streets: Rohlwing Rd. & E. Carpenter Dr.



AED EMERGENCY

Location of AED units: (Zoll AED 3)	1. Near gym, Door # 15	2. Near custodial closet #406A
Method to Announce Alert: Walkie/All call	“Cardiac Emergency - Room ____”	

CERP Team Members	Extension	CPR Expiration Date	Role
School Nurse Mousam Patel	847-963-5002	2/2026	Cardiac Emergency Response Team Coordinator
Principal Amber Danielczyk	847-963-5005	07/30/2027	Crowd Control/District Communication
AP John Ibarra	847-963-5004	7/30/2027	Document/Communicate with front office
PE Teacher Christopher DiVito	847-963-5052	03/2026	Bring AED (if not already present)
Secretary Yolanda Gilchrist	847-963-5080		Notify EMS
Clerical Eileen Skidmore	847-963-5003		Meet EMS
Student Services Coordinator Maxine Weinman	847-963-5011	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. 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.

Updated 08/2025