School Name: **Winston Campus Middle School**
School Phone: **847-963-7400**
School Address: **900 E Palatine Rd. Palatine, IL 60074**
Cross Streets: E. Palatine Rd. and N. Rohlwing Rd.

AED EMERGENCY

Location of AED units: (Cardiac Science G5)	**1.** Outside of Main Office **2.** Health Office **3**. Junior High Cafeteria near Gym **4**. At end of G hallway/G115 **5.** At exit 26 **6.** Outside of Elementary Gymnasium C118 **7.** Elementary Hallway near C111 **8** 2nd Floor: middle staircase (429A)
Method to Announce Alert: **Walkie/All call**	**"Cardiac Emergency - Room ____"**

CERP Team Members	Extension	CPR Expiration Date	Role
School Nurse Josselin Rodriguez Chavez Iliana Jeschke-Capizzano Jen Zaverdas	847-963-**7502** 847-963-**7516**	03/2028 01/2028 06/2028	Cardiac Emergency Response Team Coordinator
Principal Faith Rivera	847-963-**7505**	07/31/2027	Crowd Control/District Communication
AP Tomas Reyes Olivia Gentile-Velilla Jeffrey Tadelman	847-963-**7404** 847-963-**7423** 847-963-**7504**	07/31/2027 07/31/2027 07/31/2027	Document/Communicate with front office
PE Teacher Garret Glaviano 01/28 Brian Doherty 01/28 Esmerelda Galan 01/28	847-963-**7463**	**PE Teacher** Alex Soto 01/28 Noreen Smrz 01/28	Bring AED (if not already present)
Secretary Mayra Gomez	847-963-**7480**		Notify EMS
Clerical Lizbeth Puntos Lizette Nieves	847-963-**7403**		Meet EMS
Student Services Coordinator: Kristi Aguilar		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: "Carediac 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)