School Name: **Gray M. Sanborn Elementary School**
School Phone: **847-963-7000**
School Address: 101 N. Oak St. Palatine, IL 60067
Cross Streets: NW Highway & Palatine Rd.

AED EMERGENCY

Location of AED units:	1. Outside library and main office 2. Inside door 17 (near playground)
Method to Announce Alert: **Walkie/All call**	**"Cardiac Emergency - Room ____"**

CERP Team Members	Extension	CPR Expiration Date	Role
School Nurse: Melanie DeLorenzo Kelly Harmantas	847-963-7002 847-963-7071	1/2028 1/2028	Cardiac Emergency Response Team Coordinator
Principal Angela Gallegos	847-963-7005	07/31/2027	Crowd Control/District Communication
AP Sunah Shin Kelley Dettloff	847-963-7004 847-963-7072	07/31/2027 07/31/2027	Document/Communicate with front office
PE Teacher Ryan Merle Joe Dudycha	847-963-7055	8/2026 6/2026	Bring AED (if not already present)
Secretary Jennifer Ruiz	847-963-7080		Notify EMS
Clerical Karen Ramirez	847-963-7003		Meet EMS
Student Services Coordinator Margie Whiteley	847-963-7019	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.
2. **Nurse** responds on walkie:: **"Nurse on way with AED"**; **Secretary** responds on walkie: **"Calling 911"**

3. If victim is not responsive, call for **AED**; start **CPR**; stay with the victim.
4. **Teacher/Admin Support** directs removal of other students to adjacent classrooms.

5. 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.

6. 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.

7. **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.
8. **Narcan** is available in every AED. Use in the event of Opioid overdose, per AHA protocols.

9. **Secretary** will notify EMS if not already called (note the time EMS was called and when they arrive). **Clerical** will be the backup
10. **NOTIFY DISTRICT OFFICE** (if not already done - calls made from district phone automatically notify ESC)

11. **Clerical** will meet EMS and show them to the location. **Secretary** will be the backup.

12. **Principal** will call and inform parents/family. **AP** will be the backup.

13. **Clerical** will copy the victim's emergency information and send it with EMS. **Secretary** will be the backup.

14. 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