

School Name: **Marion Jordan Elementary**
 School Phone: **847-963-5500**
 School Address: 1000 N. Harrison Avenue Palatine, IL 60067-0913
 Cross Streets: Palatine Rd. and West Roselle Rd.



AED EMERGENCY

Location of AED units (Zoll AED 3):	1. Outside of Gymnasium, next to door #14 3. Outside workroom 406C 2. By Door 13, next to Classroom 18
Method to Announce Alert: Walkie or All Call:	“Cardiac Emergency - Room _____”

CERT Team Members	Extension	CPR Expiration Date	Role
School Nurse Brooke Buczkiewicz	847-963- 5502	9/3/2027	Cardiac Emergency Response Team Coordinator
Principal Theresa Drogos	847-963- 5505	7/31/2027	Crowd Control/District Communication
AP Hillary Pruc	847-963- 5504	7/31/2027	Document/Communicate with front office
PE Teacher : Michael Duffy	847-963- 5540	08/2026	Bring AED (if not already present)
Secretary: Jessica Veltri	847-963- 5580	11/2027	Notify EMS
Clerical: Kelly Wallin	847-963- 5503	11/2027	Meet EMS
Student Services Coordinator: Stephanie Flade		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

- 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**”
- If victim is not responsive, call for **AED**; start **CPR**; stay with the victim.
- Teacher/Admin Support** directs removal of other students to adjacent classrooms.
- If CPR has not been initiated, the closest CPR-certified person should begin CPR. When the **nurse** arrives, they will take over CPR/ medical care.
- The first **CERT team member** or other designated adult on the scene will retrieve the **AED**, leaving the AED box door open so that the alarm will signal to other team members that **AED** has been taken.
- 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.
- Narcan** is available in every AED. Use in the event of Opioid overdose, per AHA protocols.
- Secretary** will notify EMS if not already called (note the time EMS was called and when they arrive). **Clerical** will be the backup
- NOTIFY DISTRICT OFFICE** (if not already done - calls made from district phone automatically notify ESC)
- Clerical** will meet EMS and show them to the location. **Secretary** will be the backup.
- Principal** will call and inform parents/family. **AP** will be the backup.
- Clerical** will copy the victim’s emergency information and send it with EMS. **Secretary** will be the backup.
- 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)