

School Name: **Willow Bend Elementary School**  
 School Phone: **847-963- 7300**  
 School Address: 4700 Barker Ave. Rolling Meadows, IL 60008  
 Cross Streets: Algonquin Rd and Barker Ave; (behind Rolling Meadows High School)



### AED EMERGENCY

Location of AED units: (Zoll AED 3)	<b>1.</b> Near Door 1 on wall outside Gymnasium <b>2.</b> Near Room 135; Down the hall from Library; in KDG hallway <b>3.</b> 2nd Floor: outside room 205
Method to Announce Alert: <b>Walkie/All call</b>	<b>“Cardiac Emergency - Room ____”</b>

CERP Team Members	Extension	CPR Expiration Date	Role
<b>School Nurse</b> Andrea Krause	847-963- <b>7302</b>	2/2026	Cardiac Emergency Response Team Coordinator
<b>Principal</b> Robert Harris	847-963- <b>7305</b>	07/30/2027	Crowd Control/District Communication
<b>AP</b> Megan McFalls	847-963- <b>7304</b>	07/30/2027	Document/Communicate with front office
<b>PE Teacher</b> Sharon Rusk	847-963- <b>7316</b>	5/2026	Bring AED (if not already present)
<b>Secretary</b> Sheila Broz	847-963- <b>7380</b>		Notify EMS
<b>Clerical</b> Maria Gutierrez Fernandez	847-963- <b>7300</b>		Meet EMS
<b>Student Services Coordinator</b> Kristina Aguilar		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

- 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)
- If victim is not responsive, call for **AED**; start **CPR**; stay with the victim. Teacher directs removal of other students to adjacent classrooms.
- 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.
- 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.
- 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.
- Secretary** will notify EMS (note the time EMS was called and when they arrive). **Clerical** will be the backup
- 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 08/2025