

CARDIAC EMERGENCY RESPONSE TEAM 2025-2026 School Year

The following persons compose the Cardiac Emergency Response Team. All members shall have current CPR/AED training and are hereby designated to respond to and provide basic life support during a cardiac emergency. Those closest to the emergency shall be contacted first.

Team Member Name	CPR/AED Training Expiration	LOCATION Room Number	LOCATION #2 Alternate Location	During School Hours Phone/Extension	After-School Hours Phone/Extension
Team Coordinator - LORIE BROWN, RN	07/2027 Instructor 07/2027	Nurse Clinic 108		Ext 6003	931-616-1910
Angela Morton, Principal	8/2026	Front Office		Ext 6001	931-616-1910
Sharon Shores, Vice Principal	09/2027	102		Ext 6002	931-616-1910
Jayden Reno , PE Teacher	08/2026	Gym 103			931-616-1910
Jessica Wilkinson, Teacher	09/2027	115		Ext 6004	931-616-1910
Kathy Damewood, Music Teacher	08/2026	109			931-616-1910
Valerie Teal, Library	08/2026	Library 301		Ext 6011	931-616-1910
Tammy Townsend	08/2026	Front office		Ext 6008	931-616-1910
Connie Heatherly, Counselor	08/2026	144		Ext 6010	931-616-1910
Troy Huffines, SRO	03/2026	129		Ext 6007	931-616-1910

Angela Morton Angela Morton, Principal Date: 9-9-25

Cardiac Emergency Response Team

Hillsboro Elementary School

2025-2026

Thank you for being a part of Hillsboro Elementary School's Cardiac Emergency Response Team (CERT). The acceptance of this role is help and aid in the event of an emergency in our building or on our school grounds. Know that the response could be to a child, adult, staff member, visitor, or even yourself.

Requirements to be a part of this team:

- 1. Current CPR/AED Training.**
- 2. In the case of emergency to remain calm, allow training to take over.**
- 3. Recognize the signs of sudden cardiac arrest and take action quickly.**
- 4. Work as a team to provide the most optimal care**

Our CERT team is made up of 10 members. All 10 will act in response to the emergency when called overhead. Please remember to remain calm, have your cell phone with you, check for scene safety, and work as a team.

Team Member Roles:

Angela Morton, Principal, location front office and Sharon Shores , Vice Principal, location room 102, Tammy Townsend, location front office:

Your role on our CERT team, if the emergency response is not in your immediate office, is to initiate building lockdown, announce Code AED/Code Blue- report the location of the incident. Contact family members or next of kin for the victim in the emergency. Also notify the Central Office of the emergency when the situation allows.

If emergency is in your office, please call for help and activate CERT team. Begin emergency response.

Intercom speaker in both offices.

If a staff member is the person the CERT team is responding to, go to nurse's office, on bookshelf by bathroom door is a grey binder , retrieve binder to have current pre-existing conditions of staff members and phone numbers of contacts.

Officer Huffines: Assure scene safety. Assist in building lockdown. Keep hallways clear. Take emergency responders to location of the event. Assist with family notification as needed. Assist team with CPR and care of the unresponsive person as needed.

Jayden Reno or Lorie Brown:

Upon notification of an emergency in our building or on the grounds retrieve the AED from cabinet in main hallway, bring pediatric pads on top of AED, and also retrieve the 2 plastic bags inside cabinet (ambu bag, face shield, Epi Pens, and plastic bag with razor) as well as the adult ambu bag hanging on side of cabinet. Leave the door to the AED cabinet open so alarm will alert everyone the AED has been retrieved.

Lorie Brown:

Go immediately to the scene. If locked door obtain master key to get into room. Begin emergency response, direct CERT team, perform CPR as needed.

Jayden Reno :

Hallway Leader for Main hallway- front of school to hallway intersection.

If an emergency occurs in your hallway- report immediately to event, call for help if help has not already been called, initiate CERT Team through Ms Morton or Mrs. Shores by calling the office by radio or intercom. Call 911 and place phone on speaker. Begin emergency response until team arrives to assist.

Kathy Damewood:

Hallway Leader for last half of Main hallway from room 113 to Exit doors at end of hallway.

If an emergency occurs in your hallway, report immediately to the event, call for help if help has not already been called. Initiate CERT Team through Ms Morton or Mrs. Shores by calling the office either by radio or intercom. Call 911 and place phone on speaker. Begin emergency response until team arrives to assist.

Valerie Teal:

Hallway leader for PreK, K, 1st grade, Library and Activity Room

If an emergency occurs in your hallway- report immediately to event, call for help if help has not already been called, initiate CERT Team through Ms Morton and Mrs. Shores by calling office on radio or intercom. Call 911 and place phone on speaker. Begin emergency response until team arrives to assist.

· **Jessica Wilkinson:**

Hallway leader for 2nd and 3rd grade wing.

If an emergency occurs in your hallway- report immediately to event, call for help if help has not already been called, initiate CERT Team through Ms Morton and Mrs. Shores by calling on radio or intercom. Call 911 and place phone on speaker. Begin emergency response until team arrives to assist.

Connie Heatherly : Hallway leader for 4th, 5th, and cafeteria

Collect the 2nd AED and equipment from your hallway and take to scene with you. Leave door to AED cabinet open so alarm will let everyone know the AED has already been retrieved.

If an emergency occurs in your hallway- report immediately to event, call for help, initiate CERT Team through Ms Morton and Mrs. Shores by calling the office on the radio or intercom . Call 911 and place phone on speaker. Begin emergency response until team arrives to assist.

Tammy Townsend : After announcing Code AED and making phone calls as needed you will document events during the Emergency.

All CERT Team Members : Have a plan for who will cover your class immediately when an emergency is called.

Roles for every member in the event of an emergency:

Arrive on scene

REMAIN CALM, ALLOW YOUR TRAINING TO TAKE OVER

Note the time on arrival

Get an account of the episode to lead to the emergency, speak to witnesses of the event if any are available

Assure scene safety

Call 911, place on phone on speaker mode

Begin CPR, follow basic life support, algorithm with each team member and hanging on AED cabinet and inside your red folder

Work as a team with CPR, AED, swapping to prevent fatigue, keeping a log of events and actions taken

- Work with emergency responders on arrival to give an accurate account of events