

# **Cardiac Emergency Response Team** **Hillsboro Elementary School** **2024-2025**

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.

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.

**Angela Morton:** Be available to take emergency responders to location of the event, keep hallways clear, and be in contact with the Central Office.

**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 use 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, 1<sup>st</sup> 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.

**Connie Heatherly:**

Hallway leader for 2<sup>nd</sup> and 3<sup>rd</sup> 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.

**Lynn Huddleston :** Hallway leader for 4<sup>th</sup>, 5<sup>th</sup>, 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