

**CARDIAC EMERGENCY RESPONSE TEAM**

**2024-2025 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 Members Have Contact Numbers)
Team Coordinator – Lindsay Ridner	8/2026	Nurse's Office		EXT 2751/Radio	
Eric Keith	8/2026	Main Office		EXT 2757/Radio	
Lindsey Tucker	8/2026	Main Office		EXT 2752/Radio	
Jill Abed	8/2026	Main Office		EXT 2750/Radio	
Gina Jarrell	8/2026	Workroom		EXT 2756/Radio	
Christie Alford	8/2026	Workroom		EXT 2756/Radio	
Amy Gore	8/2026	RM 108		Radio	
Carah Morgan	8/2026	RM 112		Radio	
Justin Biles	8/2026	RM 205		Radio	
Christy Ledinger	9/2026	RM 109		Radio	
Any Kilgore	9/2026	RM 103		EXT 2754/Radio	
Mary Allen	9/2026	RM 103		EXT 2754/Radio	

Principal \_\_\_\_\_

Date \_\_\_\_\_

Note: Other students and staff not listed here may initiate a response and provide basic life support as needed if Team Members are not immediately available.

## East Coffee Cardiac Emergency Response Plan (CERP)

East Coffee Elementary School  
 6264 McMinnville Highway  
 Manchester, TN 37355  
 (931) 723-5185

**A. Cardiac Emergency Response Team Members -Certified Through AHA HeartsaverK-12**

Team Coordinator: Lindsay Ridner, RN

CERT Team Members CPR Expiration	Extension	CERT Team Members CPR Expiration	Extension
Lindsay Ridner, RN 8/26	2751/Radio	Christie Alford 8/26	Radio
Jill Abed 8/26	2750/Radio	Gina Jarrell 8/26	Radio
Eric Keith 8/26	2757/Radio	Justin Biles 8/26	Radio
Lindsey Tucker 8/26	2752/Radio	Christy Ledsinger 9/26	Radio
Amy Gore 8/26	Radio	Amy Kilgore 9/26	2754/Radio
Carah Morgan 8/26	Radio	Mary Allen 9/26	2754/Radio

**B. Location of AED: Main Hallway Beside Assistant Principal's Office**

All CERT team members report to location of event ASAP, and the first team member to arrive at the AED cabinet will bring to location. Leave door open after retrieving AED so other team members are aware AED has already been retrieved. All members should be prepared to assist in any capacity during the event, due to location and arrival times. One member of the team will be responsible for recording event times/details and communication with Main Office.

1. Staff/Teacher present at time of event alerts nurse of emergency via radio or extension 2751. If victim is not responsive, inform nurse to bring AED, begin CPR and evacuate students present to closet room or hallway and return to victim.
2. Intercom/Radio announcement of CODE AED and exact location will be announced. All members should immediately travel to location of event.
3. If CPR has not been initiated, the closest CPR certified person will begin CPR. Nurse will take over CPR and further instructions upon arriving at the scene.
4. If CPR has not been initiated, the closest CPR certified person will begin CPR. Nurse will take over CPR and further instructions upon arriving at the scene.
5. AED team member at the site of event will call EMS and note time of call and arrival.
6. Jill Abed will contact parent/guardian and meet EMS upon arrival and escort to location.
7. Jill Abed or another team member available will notify Central Office at 5150 and copy victim's emergency information for EMS if available.
8. Crowd control is maintained by staff not directly involved in resuscitation.
9. All Clear will be announced over intercom after EMS has left building.

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