

## North Coffee Cardiac Emergency Response Plan (CERP)

<b>AED Emergency</b>	
Location of AED unit(s)	<b>#1 – Outside SRO office      #2 – Outside Gymnasium and Music Room</b>
Method to Announce Alert	<b>“Code AED – Mr./Ms. _____ room”</b>

CPR Team Members/CPR Expiration	Extension	AED Team Members	Extension
<b>Kristin Frederik, MSN, RN</b>	2903	<b>Matt Vinson</b>	931-212-6316
<b>Adam Clark</b>	2901	<b>Amanda Arnold</b>	931-636-2907
<b>Bobbi Gilley</b>	2902	<b>Jennifer Swack</b>	931-247-2680
<b>Kim Quick</b>	931-273-4239		
<b>Miranda Branch</b>	615-686-6389		
<b>Cindy Gilliam</b>	931-841-1187		

Because possible scenarios requiring CPR/AED use may vary greatly, any of the CPR/AED team members may be called upon to assist in any steps of the response plan.

<b>AED Response Plan</b>
1. Teacher/Staff alerts nurse of emergency at extension <b>2903</b> (if the student is not responsive, tell the nurse to bring the AED), start CPR, remove students to adjacent classroom and then stay with the victim.
2. Announce Alert: “Code ( <b>AED</b> ) – Mr/Ms _____ room” (give exact location). All members should go immediately to that location.
3. 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.
4. <b>Adam</b> will bring a walkie talkie to communicate with office and will document events. <b>Bobbi</b> will be the backup.
5. Any CPR or AED team member will grab the AED, leaving the AED box door open so the alarm will signal other team members that the AED has been taken.
6. AED team member at the site of the incident will notify EMS (Note the time EMS was called and when they arrive).
7. <b>Jennifer</b> will meet EMS and show them to the location. <b>Amanda</b> will be the backup.
8. <b>Bobbi</b> will notify Administration Building at extension 5150. <b>Adam</b> will be the backup.
9. <b>Cindy</b> will call and inform parents/family and determine preferred hospital. <b>Kim</b> will be the backup.
10. <b>Kim</b> will copy the victim’s emergency information and send it with EMS. <b>Cindy</b> will be the backup.
11. Crowd control is maintained.
12. <b>Miranda</b> and <b>Matt</b> will rotate CPR with <b>Kristin</b> .

<b>Non-Emergency Responsibilities:</b>
The school nurse will notify local Police/Fire Department of presence and location of AED unit(s) on site. School nurse will also be responsible for maintaining AED checklist and providing ongoing training and updates to members of the AED/CPR team.

\*\*All CERP team members are certified through AHA Heartsaver K-12. \*\*

## **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.

<b>Team Member Name</b>	<b>CPR/AED Training Expiration</b>	<b>LOCATION Room Number</b>	<b>LOCATION #2 Alternate Location</b>	<b>During School Hours Phone/Extension</b>	<b>After-School Hours Phone/Extension</b>
Team Coordinator – Kristin Frederik, RN	8/2026	School Clinic		570-2672 (ext 2903)	931-409-1277
Adam Clark - Principal	7/2026	Front Office		570-2676 (ext 2901)	931-409-5855
Bobbi Holt – Asst Principal	7/2026	Rm 103		723-5183 (ext 2902)	931-224-6585
Amanda Arnold - Kindergarten	7/2026	Rm 107		723-5183	931-636-2907
Cindy Gilliam – 1 <sup>st</sup> Grade	7/2026	Rm 101		723-5183	931-841-1187
Jennifer Swack – 1 <sup>st</sup> Grade	7/2026	Rm 104		723-5183	931-247-2680
Kim Quick – Interventionist	7/2026	Rm 12		723-5183	931-273-4239
Miranda Branch – Interventionist	7/2026	Rm 10		723-5183	615-686-6389
Matt Vinson – 5 <sup>th</sup> Grade	7/2026	Rm 34		723-5183	931-212-6316

\_\_\_\_\_  
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.