

North Coffee Cardiac Emergency Response Plan (CERP)

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

CPR Team Members/CPR Expiration	Extension	AED Team Members	Extension
Kristin Frederik, MSN, RN	2903	Matt Vinson	931-212-6316
Adam Clark	2901	Cindy Gilliam	931-841-1187
Kim Quick	931-273-4239	Jennifer Swack	931-247-2680
Miranda Branch	615-686-6389		

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.

AED Response Plan
1. Teacher/Staff alerts the nurse of emergency at extension 2903 (if the student is not responsive, tell the nurse to bring the AED), start CPR, remove students to an adjacent classroom and then stay with the victim.
2. Announce Alert: “Code (AED) – 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. Adam will bring a walkie talkie to communicate with the office and will document events. Matt 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 members at the site of the incident will notify EMS (Note the time EMS was called and when they arrive).
7. Jennifer will meet EMS and show them to the location. Miranda will be the backup.
8. Adam will notify the Administration Building at extension 5150. Jennifer will be the backup.
9. Cindy will call and inform parents/family and determine preferred hospital. Kim will be the backup.
10. Kim will copy the victim’s emergency information and send it with EMS. Cindy will be the backup.
11. Crowd control is maintained.
12. Miranda and Matt will rotate CPR with Kristin .

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

All CERP team members are certified through AHA Heartsaver K-12. K. Frederik is certified as a BLS Instructor through AHA.

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	During School Hours Phone/Extension	After-School Hours Phone/Extension
Team Coordinator – Kristin Frederik, RN	8/2028	School Clinic	931-570-2672 (ext 2903)	931-409-1277
Adam Clark - Principal	7/2026	Front Office	931-570-2676 (ext 2901)	931-409-5855
Cindy Gilliam – 1 st Grade	7/2026	Rm 101	931-723-5183	931-841-1187
Jennifer Swack – 1 st Grade	7/2026	Rm 104	931-723-5183	931-247-2680
Kim Quick – Interventionist	7/2026	Rm 12	931-723-5183	931-273-4239
Miranda Branch – Interventionist	7/2026	Rm 10	931-723-5183	615-686-6389
Matt Vinson – 5 th Grade	7/2026	Rm 34	931-723-5183	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.