

Actor	Action																								
	<p>Follows the requirements of 77 Ill.Admin.Code §525.500 upon receiving a completed report that an AED was used. Cooperates to provide information that may be necessary for non-transport vehicle (defined at 77 Ill.Admin.Code §515.825) in compliance with 77 Ill.Admin.Code §515.350 (requires documentation of all medical care provided and a report to the EMS System within 24 hours for the EMS System to review) and provides information to IDPH upon request.</p>																								
	<p>Responsibilities Concerning Emergency Responders</p> <p>With the Building Principal, identifies all staff members who, through their education or training, are appropriate emergency responders for specific facilities. If possible, train all emergency responders in CPR and AED use.</p> <table border="0" data-bbox="560 646 1421 884"> <thead> <tr> <th style="text-align: center;">Facility</th> <th style="text-align: center;">Emergency Response Providers</th> </tr> </thead> <tbody> <tr> <td><u>Peotone High School</u></td> <td><u>Jason Spang</u></td> </tr> <tr> <td><u>Peotone Junior High School</u></td> <td><u>Scott Wenzel</u></td> </tr> <tr> <td><u>Peotone Intermediate Center</u></td> <td><u>Joanne Obszanski</u></td> </tr> <tr> <td><u>Peotone Elementary School</u></td> <td><u>Carole Zurales</u></td> </tr> <tr> <td><u>Connor Shaw Center</u></td> <td><u>Dr. Charles Vitton</u></td> </tr> </tbody> </table> <p>Responsibilities Concerning AED Users</p> <p>Determines the appropriate number of trained AED users and anticipated rescuers or users needed for each facility equipped with an AED. Each facility with an AED must have at least one trained AED user on staff during staffed business hours (210 ILCS 74/15 and 77 Ill.Admin.Code §527.600) and take reasonable measures to ensure that anticipated rescuers or users are trained pursuant to 410 ILCS 4/15 and 77 Ill.Admin.Code §527.800.</p> <p>Working with the Building Principal, identifies trained AED users and requests that other appropriate staff members and anticipated rescuers or users become trained.</p> <table border="0" data-bbox="560 1255 1421 1493"> <thead> <tr> <th style="text-align: center;">Facility</th> <th style="text-align: center;">Trained AED Users</th> </tr> </thead> <tbody> <tr> <td><u>Peotone High School</u></td> <td><u>19 Teachers/Coaches</u></td> </tr> <tr> <td><u>Peotone Junior High School</u></td> <td><u>8 Teachers/Coaches</u></td> </tr> <tr> <td><u>Peotone Intermediate Center</u></td> <td><u>2 Teachers/Coaches</u></td> </tr> <tr> <td><u>Peotone Elementary School</u></td> <td><u>5 Teachers/Coaches</u></td> </tr> <tr> <td><u>Connor Shaw Center</u></td> <td><u>2 Teachers/Coaches</u></td> </tr> </tbody> </table> <p>Responsibilities Concerning AED Registration</p> <p>Coordinates with local emergency medical services systems. 77 Ill.Admin.Code §527.500.</p> <p>Notifies an agent of the local emergency communications or vehicle dispatch center of the existence, location, and type of the automated external defibrillator. 410 ILCS 4/20(b) and 77 Ill.Admin.Code §527.500.</p> <p>Cooperates and provides any information requested by the local emergency communications or vehicle dispatch, so they can complete the Data Collection and Submission report about the use of the AED (77 Ill.Admin.Code</p>	Facility	Emergency Response Providers	<u>Peotone High School</u>	<u>Jason Spang</u>	<u>Peotone Junior High School</u>	<u>Scott Wenzel</u>	<u>Peotone Intermediate Center</u>	<u>Joanne Obszanski</u>	<u>Peotone Elementary School</u>	<u>Carole Zurales</u>	<u>Connor Shaw Center</u>	<u>Dr. Charles Vitton</u>	Facility	Trained AED Users	<u>Peotone High School</u>	<u>19 Teachers/Coaches</u>	<u>Peotone Junior High School</u>	<u>8 Teachers/Coaches</u>	<u>Peotone Intermediate Center</u>	<u>2 Teachers/Coaches</u>	<u>Peotone Elementary School</u>	<u>5 Teachers/Coaches</u>	<u>Connor Shaw Center</u>	<u>2 Teachers/Coaches</u>
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	<p>§515.350). 77 Ill.Admin.Code §525.500.</p> <p>Responsibilities Concerning Location of AED and Other First Aid Equipment</p> <p>Indoor Facility - Decides, with input from the Building Principal or designee, where to place the AED and other first aid equipment so that their location will be conspicuous, easily accessible, and convenient; the AED must be mobile and accessible at all times. 77 Ill.Admin.Code §527.600.</p> <p>Outdoor Facility - Ensures that the AED is placed within 300 feet of the outdoor facility in an open building with unimpeded access that has marked directions to the location of the AED at its entrances. 210 ILCS 74/15 and 77 Ill.Admin.Code §527.600(c).</p> <table border="0" data-bbox="560 682 1437 913"> <thead> <tr> <th data-bbox="560 682 950 714">Facility</th> <th data-bbox="1031 682 1437 714">First Aid & AED Location</th> </tr> </thead> <tbody> <tr> <td data-bbox="560 724 950 756"><u>Peotone High School</u></td> <td data-bbox="1031 724 1437 756"><u>Main Office/Commons</u></td> </tr> <tr> <td data-bbox="560 766 950 798"><u>Peotone Junior High School</u></td> <td data-bbox="1031 766 1437 798"><u>Hallway Main Office/Portable (1)</u></td> </tr> <tr> <td data-bbox="560 808 950 840"><u>Peotone Intermediate Center</u></td> <td data-bbox="1031 808 1437 840"><u>Hallway near the Gym</u></td> </tr> <tr> <td data-bbox="560 850 950 882"><u>Peotone Elementary School</u></td> <td data-bbox="1031 850 1437 882"><u>Next to Room 114</u></td> </tr> <tr> <td data-bbox="560 892 950 924"><u>Connor Shaw Center</u></td> <td data-bbox="1031 892 1437 924"><u>Lower Level/Gym Door</u></td> </tr> </tbody> </table> <p>Keeps a copy of the AED’s manual with the AED. 77 Ill.Admin.Code §527.700(b).</p> <p>Responsibilities Concerning Notification and Posting</p> <p>Along with the Building Principal, notifies all staff members of the location of any AEDs as well as the instructions for responding to medical emergencies. 77 Ill.Admin.Code §527.800(b).</p> <p>Responsibilities Concerning Training</p> <p>Coordinates, with input from the Building Principal, the training of: (1) all staff members who regularly supervise students in physical fitness facilities in the use of CPR and, if appropriate, AEDs, and (2) any non-employee coaches, instructors or other similarly situated anticipated rescuers or users. 77 Ill.Admin.Code §527.800 and 210 ILCS 74/15(b-5) and (b-10).</p> <p>Responsibilities Concerning Instructions for Responding to Medical Emergencies</p> <p>Along with the Building Principal, notifies all facility staff of the location of any AEDs and the <i>Step-by-Step Emergency Response Plan</i> described below. 77 Ill.Admin.Code §527.800(b).</p> <p>Coordinates, along with the Building Principal, the posting of the <i>Step-by-Step Emergency Response Plan</i> described below. 77 Ill.Admin.Code §527.800(b).</p> <p>Responsibilities Concerning Maintenance and Testing of AEDs</p> <p>Ensures that all AEDs are maintained and tested according to manufacturer’s guidelines. 77 Ill.Admin.Code §527.700(a).</p> <p>Keeps a copy of the maintenance and testing manual at the facility and keeps a copy of the manual with each AED. 77 Ill.Admin.Code §527.700(b).</p>	Facility	First Aid & AED Location	<u>Peotone High School</u>	<u>Main Office/Commons</u>	<u>Peotone Junior High School</u>	<u>Hallway Main Office/Portable (1)</u>	<u>Peotone Intermediate Center</u>	<u>Hallway near the Gym</u>	<u>Peotone Elementary School</u>	<u>Next to Room 114</u>	<u>Connor Shaw Center</u>	<u>Lower Level/Gym Door</u>
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Building Principal	<p>In a conspicuous place in the physical fitness facility, posts: (1) the list of all staff members who are emergency responders, and (2) the <i>Step-by-Step Emergency Response Plan</i> described below. 77 Ill.Admin.Code §527.400(a).</p> <p>Posts a notice at the facility’s main entrance stating that an AED is located on the premises.</p> <p>Receives notice in the event of a medical emergency. 77 Ill.Admin.Code §527.400(a).</p>
School Nurse(s)	<p>Along with the Plan Coordinator, helps staff members understand the instructions for responding to medical emergencies.</p> <p>These instructions must provide that the AED should be operated only by trained AED users, unless the circumstances do not allow time to be spent waiting for a trained AED user to arrive. 77 Ill.Admin.Code §527.800(c).</p>
Trained AED User(s) and/or Other Emergency Responder(s)	<p>According to their training, uses appropriate emergency responses upon the occurrence of any sudden, serious, and unexpected sickness or injury that would lead a reasonable person, possessing an average knowledge of medicine and health, to believe that the sick or injured person required urgent or unscheduled medical care. 77 Ill.Admin.Code §527.400(a).</p> <p>According to their training, uses the AED to help restore a normal heart rhythm. 77 Ill.Admin.Code §527.400(a).</p> <p>Calls 911 for medical emergencies and whenever an AED is used. 77 Ill.Admin.Code §527.400(b).</p> <p>Informs the Building Principal whenever the AED or other emergency response is used. 77 Ill.Admin.Code §527.400(b).</p> <p>Whenever an AED is used, cooperates and provides any information requested by the local emergency communications or vehicle dispatch, so they can complete a Data Collection and Submission report about the use of the AED (77 Ill.Admin.Code §515.350). 77 Ill.Admin.Code §525.500.</p>
All Facility Staff Members and Users	<p>Follow the <i>Step-by-Step Emergency Response Plan</i> described below:</p> <ol style="list-style-type: none"> 1. Immediately notify the building’s emergency responder(s) whose contact information is posted in the facility. Under life and death circumstances call 911 without delay. 2. Bring the first aid equipment and AED to the emergency scene. The AED should be operated only by trained AED users for the intended purpose of the AED, unless the circumstances do not allow time for a trained AED user to arrive. 3. Immediately inform the Building Principal or designee of the emergency. 4. The emergency responder will take charge of the emergency. This person will apply first aid, CPR, and/or the AED, as appropriate. 5. If necessary, the emergency responder instructs someone to call 911, providing the location in the building and which entrance to use. This person should make sure someone is sent to open the door for paramedics and guide them to the scene. 6. When paramedics arrive and assume care of the victim, the emergency

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	<p>responder or other staff person notifies the victim's parent/guardian or relative.</p> <p>7. If an AED was used, the person using it cooperates and provides any information requested by the local emergency communications or vehicle dispatch, so they can complete the Data Collection and Submission report about the use of the AED. If appropriate, a supervising staff member completes an accident report.</p> <p>8. If an adult refuses treatment, the emergency responder documents the refusal and, if possible, asks the adult to sign a statement stating that he or she refused treatment.</p>

ADOPTED: MAY 20, 2019