



**LIBERTY COMMUNITY UNIT #2 SCHOOLS  
LIBERTY, IL 62347-1107  
(217) 645-3433**

**School Staff AED Notification Letter**

To: Staff members

Re: Notification to School Staff of the Physical Fitness Facility Medical Emergency Response Instructions and AED Availability

We would like to notify you about our plan for responding to medical emergencies that might occur in our physical fitness facilities. This plan includes access to an Automated External Defibrillator (AED) in the following locations in these facilities:

Nurse's Office(Room #87)

High School Ball Fields

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Junior High Boy's Baseball Field by St. Brigids Church

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High School Hallway by the ice room (Room # 118)

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Loaner AED Located in Room #17 (locked in closet)

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The AEDs are strategically placed and readily accessible to predetermined AED users to maximize rapid use. The AED is available during school hours and after school during any activity or program organized by the school and supervised by a school employee. The predetermined AED users are school nurses and any other person who has received AED training (American Heart Association, American Red Cross, or equivalent training) and has a completion card on file with the Superintendent. Any anticipated rescuers or users should now also be trained and certified.

The following information is posted with each AED:

1. Instructions to immediately call 9-1-1 and instructions for emergency care.
2. Instructions for using an AED.

Please contact me if you would like information on becoming a trained AED user. If you anticipate that your duties make you more likely to use an AED, you should become trained and certified. It is important to note that the Physical Fitness Facility Medical Emergency Preparedness Act and the Local Governmental and Governmental Employees Tort Immunity Act protect staff members from liability. We appreciate your support.

Sincerely,

Kelle Bunch, Superintendent  
Justin Edgar, HS Principal  
Jody Obert, GS Principal

