Spencer-Van Etten Central School District

Together We Achieve Excellence Beyond Expectations

Spencer-Van Etten District Wide School Safety Plan

This plan has been developed in compliance with Education Law Section 807 and 2801-a and Commissioner's Regulation Section 155.17

Plan Review and Updates 8 NYCRR Section 155.17 (b) requires the School Safety Team to review its plan annually and update it and adopt by September 1st as needed. Each update or change to the plan shall be recorded below:

First Revision	10/2003
Second Revision	05/2006
Third Revision	12/2009
Fourth Revision	12/2011
Fifth Revision	08/2015
Sixth Revision	10/2016
Seventh Revision	08/2017
Eighth Revision	08/2018
Ninth Revision	08/2019
Tenth Revision	9/2020 (Updated 3/21)
Eleventh Revision	06/2021
Twelfth Revision	06/2022
Thirteenth Revision	07/2023
Fourteenth Revision	08/2024
Fifteenth Revision	08/2025
Sixteenth Revision	08/2026

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GENERAL CONSIDERATIONS AND PLANNING GUIDELINES

Purpose

The Spencer-Van Etten Central School District, District-wide School Safety Plan was developed pursuant to Commissioner's Regulation 155.17. At the direction of the Spencer-Van Etten Central School District Board of Education, the Superintendent of The Spencer-Van Etten Central School District appointed a District-wide School Safety Team and charged it with the development and maintenance of the District-wide School Safety Plan. This plan will be reviewed on an annual basis.

Schools are exposed to many threats, hazards, and vulnerabilities. All of these have the potential for disrupting the school community, exposing students/staff to injury, and causing damage to public or private property. The interior and exterior portions of all school buildings, school grounds and surrounding neighborhoods should be assessed for potential threats/hazards that may impact the site, staff, and students.

A note on the COVID-19 pandemic and this safety plan. If history is any predictor, pandemics are a 100-year event and every possible consideration of same cannot be captured in this document. Reopening and operating plans have been submitted to the New York State Education and Health Departments and communicated to staff, students, parents and the community-at-large via e-mail and our public web site and will not be repeated herein. We will follow every Federal, State and/or Local requirement and guideline that is applicable at the time. The current version of our Public Employer Health Emergency Plan is attached to the end of this document.

Plan Development and Maintenance

8 NYCRR Section 155.17 (b) and 155.17 (c)(11) - requires that each school shall have a Building Level School Safety Team that consists of representatives from the following groups: teacher, administrator, and parent organizations, school safety personnel and other school personnel, community members, local law enforcement officials, local ambulance or other emergency response agencies, and any other representatives the board of education, chancellor or other governing body deems appropriate. The Building Level School Safety Team is responsible for the overall development, maintenance, and revision of the Emergency Response Plan (ERP) and for coordinating training and exercising the School ERP. Team members are expected to work closely together to make recommendations for revising and enhancing the plan (See Appendix A for a breakdown of District-Wide and Building Level Teams).

Identification of School Teams

The Spencer-Van Etten School District has appointed a District-wide School Safety Team consisting of, but not limited to, representatives of the School Board, students, teachers, administrators, parent organizations, school safety personnel, and other school personnel.

Spencer-Van Etten District-Wide School 2026-27 Safety Team

District Superintendent	Patrick Patterson
Chief Emergency Officer	Patrick Patterson
School Business Administrator/CFO, Committee Co-Chair	Kris Williamson
Director of Instructional Support Services	Tina Lampila
Principal, Spencer-Van Etten Elementary School	Matt Stroup
Nurse, Spencer-Van Etten Elementary School, Comm. Co-Chair	Hannah Wilbur
Principal, Spencer-Van Etten Middle School	Patricia Stauring
Nurse, Spencer-Van Etten Middle School	Donna Gulde
Principal, Spencer-Van Etten High School	Dr. Bradley Countermine
Nurse, Spencer-Van Etten High School	Theresa Vallely
Nurse Mentor, Community Member	Gail Hall
Transportation Supervisor	Carol Windnagle
Director of Facilities II, Committee Co-Chair	Shawn Congdon
Food Service Manager	Michelle Dougherty
Athletic Director/Asst. HS Principal, Committee Co-Chair	Beth Ebel-Ruocco
SVETA Union President	Elizabeth Peters
CSEA Union President	Ryan Nelson
Safety, Health and Wellness Committee	Committee Co-Chairs
High School Counselors	Marjorie McKinery/Erica Sparks
School Board Member	Rick Rogers
Student Member(s)	TBD
School Resource Officer	TBD
GST BOCES Health and Safety Support	Josh Baker

Section 155.17(e)(f) of the Commissioner's Regulations requires that superintendents not in a supervisory district are to notify the State Education Department as soon as possible whenever the school emergency management plan is activated and results in the closure of a school building in the district. A superintendent of a school within a supervisory district is to notify the BOCES District Superintendent as soon as possible whenever the school emergency management plan is activated and results in the closure of a school building. The BOCES District Superintendent is to notify the State Education Department of all school building closures not related to routine weather emergencies.

Various agencies and services are involved in responding to school incidents, including emergency responders from law enforcement, fire, emergency medical services, mental health and other community organizations. An important component of the School ERP is advanced planning with various federal, state, county and/or local agencies, as well as community service providers to aid in a timely response to an incident. Advance planning may or may not include written agreements to help coordinate services between the agencies and school. If Memorandum of Understandings (MOU) are created, a copy shall be listed in the Appendix Section. Advanced planning should specify the type of communication and services provided by one agency to another.

Distribution of the Plan

8 NYCRR Section 155.17 (e)(3) mandates that a copy of the DWSP and any amendments shall be filed with the appropriate local law enforcement agencies within thirty days of adoption. This plan and the Confidential Building Level Plans are uploaded to the New York State Police and the New York State Education Department as well as local law enforcement, to include County and Village of Spencer Law Enforcement.

Prevention Strategies

Collaborative Arrangements with local/state law enforcement:
Administrative staff are expected to maintain collaborative relationships with the New York State Police, Tioga and Chemung County Sheriffs, the American Red Cross, and Town and Village Officials and local police agencies. Police authorities should be consulted when the safety of staff, students, or the facilities is in jeopardy.

Non-Violent Conflict Resolution Training Programs:
Numerous types of training are available from a variety of sources, the implementation by all departments and programs to minimize the potential for violence. A sampling of the available resources includes:

- Training programs available through the New York State Police
- Programs available through the New York State
- Abide by the Dignity for All Students Act
- BOCES trainings including Therapeutic Crisis Intervention (TCI)

Early Detection of Potentially Violent Behaviors

Building Emergency Teams shall receive regular training in response and management of emergency situations, post-incident response, event evaluation, and debriefing.

Personnel acting in security functions shall receive training in de-escalation, non-violent crisis intervention, and non-violent intervention strategies. Key staff members such as guidance counselors, the school administrators and the Nurse will respond to potentially harmful situations. All school employees will receive at least ***two hours*** of instruction on issues involving school safety within 30 days of hire, and annually thereafter by the 15th of September. These shall include, but are not limited to:

- Warning Signals for Violence Mentoring
- De-Escalation Training Social Skill Development Non-Violent Conflict Resolution
- Character Education Improving Communication between Students and Staff
- Emergency Response Procedures
- Violence Prevention
- Mental Health Awareness

Additionally, the district participates in a Safety Service with GST BOCES. The district also obtains online safety training from our insurance provider Utica National Insurance via SAFE Schools to provide annual school safety training for

staff. Additionally, annual Multi-Hazard Training which includes Emergency Response Procedures, Violence Prevention and Mental Health Awareness for all staff. Additional training will be provided for staff which will include Right-to-Understand/Hazardous Communication Blood-Borne Pathogens and Cyber Awareness to name a few.

At the beginning of the school year student and staff handbooks are available to students and teachers. Components are reviewed at the beginning of the school year in faculty meetings and student assemblies. Handbooks are reviewed and provided on-line to teachers at the beginning of the school year. On conference days other required awareness and safety training courses are provided by the GST BOCES health and safety personnel and other appropriate topics to further raise staff awareness. At other times special speakers are brought in for either staff or students. Parental participation is always welcome and certain programs may be live streamed when we are permitted to.

Assistance during Emergencies

The primary responsibility for obtaining assistance from emergency services and local government agencies during an emergency rest with the Superintendent and Administrative staff. A teacher or a staff member should speak with his/her immediate supervisor about obtaining assistance unless such emergency is so dire as not to allow the time to do so.

**** The contact for extreme emergencies is 911****

The following list of resources is meant to be a starting point, not a

complete list.

FIRST LINE OF ASSISTANCE: Public Safety 911 Dispatcher

Business Calls:	Tioga County Sheriff	(607) 687-1010
	Chemung County Sheriff	(607) 735-8600
	NYS Police (Horseheads)	(607) 739-8797
	NYS Police (Owego)	(607) 687-3961

The 911 dispatcher has a variety of services available such as police, fire response, rescue, emergency medical technicians, heavy rescue, auto extrication, communications, water rescue equipment, water pumps, and the like. The dispatcher also has contact with other emergency agencies on a priority telephone basis such as the Cornell Safety, and Inter-County disaster communications as well as direct links with medical services such as Guthrie, Sayre and Cayuga Medical Center. There are few situations in which the 911 dispatcher cannot offer some assistance. The dispatcher's office is staffed 24 hours a day, all year.

***Other possibly important numbers for urgent, but not emergent situations are**:

Police and Fire	
NY State Police	911
Chemung County Sheriff	(607) 735-8600
Tioga County Sheriff	(607) 687-1010
Ambulance Service	911
New York State Police	(607) 687-3961
FBI	
(Albany Office)	(518) 465-7551
U.S. Secret Service	(315) 448-0304
Hospitals	
Robert Packer Hospital	(570) 888-6666
Arnot Ogden Medical Center	(607) 737-4100
Cayuga Medical Center	(607) 274-4011
United Health Services (Switchboard)	(607) 763-6000
St. Joseph's Hospital	(607) 733-6541
Other Emergency Services	
Child Abuse and Maltreatment	(800) 342-3720
New York State Electric and Gas	(607) 347-4131
Poison Control Center	(800) 222-1222
Tioga County Emergency Management Office	(607) 687-2023
Chemung County Emergency Management Office	(607) 737-2096
NY State Education Department	(518) 474-3901
Health Department	
Chemung County	(607) 737-2028
Tioga County	(607) 687-8600
Department of Mental Hygiene	
Chemung County	(607) 737-5501
Tioga County	(607) 687-4000
American Red Cross	
Chemung County	(607) 734-3317
Tioga County	(607) 689-0105
Transit Systems	
Chemung County	(607) 734-5211
NYS Department of Transportation- Hornell	(607) 324-8404

Complete and valid information is essential to the management of an emergency event. The best information outside of the school may be obtained from the following sources in order of reliability:

- The National Warning System (NAWAS)
- Emergency Alert System (EAS)
- Information available through the Sheriff's office
- Media
- Individuals reporting information. (Validity of information varies. For example, a fire chief on the scene will probably have the best information available).

Identification of District Resources

See Appendix C

During an emergency the following should be considered/consulted:

- District-Wide School Safety Plan (this document)
- School Building Emergency Response Plan(s)
- Other community agencies
- Each school has emergency generators which provide power to run the boilers for heat, hot water, lighting and emergency lights and in the High School, kitchen facilities. This is an asset to the community and is listed as a resource with the local Red Cross Agency.
- The District also has a fuel depot at the Bus Garage, 3-72 passenger buses, 3-70 passenger buses, 8-66 passenger school buses, 2-66 passenger wheelchair buses, 5 Suburban SUV, 1 dump truck with plow, 3 pickup trucks with plows, 2 staff cars, tractors, UTV, 1 food service suburban, portable emergency generator.

Procedures to coordinate the use of School District Resources

In the event of an emergency or disaster, the Superintendent, principal or designee, depending on the nature and severity of the emergency or disaster, should immediately notify/do the following:

- Call 911 to activate the emergency law enforcement, fire, and medical response systems
- The District Superintendent or his/her designee should immediately notify the Director of Facilities (or Designee if the Director is not available).
- The decision to notify other emergency services shall be determined by the District Superintendent or designee.
- Establishment of Command Post: The Director of Facilities (or Designee if the Director is not available) notifies the District Superintendent, Principals and Transportation Supervisor as necessary to assemble at a specific location designated as a Command Post. Normally, this location will be the District Office, but an alternate location may be determined by the Director of Facilities if conditions so warrant.
- The Director of Facilities (or Designee, if the Director is not available) contacts all Maintenance Staff to report to an assigned location, and/or to remain on standby.

Planning Assumptions and Limitations

Stating the planning assumptions allows the school to deviate from the plan if certain assumptions prove not to be true during operations as follows:

- The school community will continue to be exposed and subject to threats/hazards and vulnerabilities described in the Threat/Hazards Assessments Appendix, as well as lesser threats/hazards that may develop in the future.
- A major disaster could occur at any time and at any place. In many cases dissemination of warning to the public and implementation of increased readiness measures may be possible; however, most emergency situations occur with little or no warning.
- A single site incident could occur at any time without warning and the employees of the school affected cannot and should not, wait for direction from local response agencies. Action is required immediately to save lives and protect school property.
- There may be a number of injuries of varying degrees of seriousness to faculty, staff, and/or students. Rapid and appropriate response can reduce the number and severity of injuries.
- Outside assistance from local fire, law enforcement and emergency services will be available in most serious incidents. Because it takes time to request and dispatch external assistance, it is essential for the school to be prepared to carry out the initial incident response until emergency responders arrive at the incident scene. - Actions taken before an incident can stop or reduce incident-related losses.
- Maintaining the Spencer-Van Etten Central School District and providing frequent opportunities for training and exercising the plan for stakeholders (staff, students, parents/guardians, first responders, etc.) can improve

Concept of Operations

The overall strategy of a Spencer-Van Etten Central School District-wide Safety Plan is to execute effective and timely decisions and actions that prevent harm, protect lives and property, mitigate damages, restore order and aid recovery. This plan is based upon the concept that the incident management functions that must be performed by the school generally parallel some of their daily routine functions. To the extent possible, the same personnel and material resources used for daily activities will be employed during incidents. Because personnel and equipment resources are limited, some routine functions that do not contribute directly to the incident may be suspended. The personnel, equipment, and supplies that would typically be required from those routine functions will be redirected to accomplish assigned incident management tasks.

Implementation of the Incident Command System (ICS)

The Incident Command System (ICS) will be used to manage all incidents and major planned events/drills. The Incident Commander at the school will be delegated the authority to direct all incident activities within the school's jurisdiction. The Incident Commander will establish an Incident Command Post (ICP) and provide an assessment of the situation to the emergency responders, identify incident management resources required and direct the on-scene incident management activities from the ICP. If no Incident Commander is present at the onset of the incident, the most qualified individual will assume command until relieved by a more qualified Incident Commander. 8 NYCRR Section 155.17 (e)(2)(v) requires a definition of a chain of command consistent with the Incident Command System. This chain of command shall be documented in the table included in Appendix B.

Initial Response

The Spencer-Van Etten Central School District personnel are likely to be the first on the scene of an incident in a school setting. Staff and faculty are expected to respond as appropriate and notify the Superintendent and/or Principal, or designee until command is transferred to someone more qualified and/or to an emergency response agency with legal authority to assume responsibility (Police, Fire or EMS dependent upon the nature of the incident). Staff will seek guidance and direction from the Spencer-Van Etten Central School District and emergency responders. Any staff person or faculty in a building that sees or is aware of an emergency shall activate the District-Wide Safety Plan and initiate the school's readiness to respond to incidents.

Organization and Assignment of Responsibilities

This section establishes the operational organization that will be relied on to manage an incident and includes examples of the types of tasks that may be performed by different positions. The Incident Commander is not able to manage all of the aspects associated with an incident without assistance. The school relies on other key school personnel to perform tasks that will ensure the safety of students and staff during a crisis or incident. The Incident Command System (ICS) uses a team approach to manage incidents. It is difficult to form a team while a crisis or incident is unfolding. Roles should be pre-assigned based on training and qualifications. Each staff member and volunteer must be familiar with his or her role and responsibilities before an incident occurs.

Students Responsibilities include:

- ✓ Cooperate during emergency drills, exercises and during an incident
- ✓ Follow directions given by facility and staff
- ✓ Know student emergency actions and assist fellow students in an incident
- ✓ Report situations of concern (e.g., "If you see something, say something.")
- ✓ Develop an awareness of the high priority threats/hazards and how to take measures to protect against and mitigate those threats/hazard

Other Staff Responsibilities include:

- ✓ Execute assignments as directed by the Incident Commander

Parents/Guardians Responsibilities include:

- ✓ Encourage and support school safety, violence prevention and incident preparedness programs within the school
- ✓ Participate in volunteer service projects for promoting school incident preparedness
- ✓ Provide the school with requested information concerning the incident, early/late dismissals, and other related release information
- ✓ Listen to and follow directions as provided by the School District

Principal

The principal (or their designee) will serve as the Incident Commander of their building; however, the superintendent is the overall incident commander for the district. The Superintendent/Principal may designate a minimum of two qualified individuals to serve as alternates in the event that the principal is unable to serve in that role. At all times, the Superintendent/Principal still retains the ultimate responsibility for the overall safety of students and staff. Responsibilities include:

- ✓ Provide direction over all incident management actions based on procedures outlined in this DWSP
- ✓ Take steps necessary to ensure the safety of students, staff and others
- ✓ Determine which emergency protocols to implement as described in the functional annexes of this DWSP
- ✓ Coordinate/cooperate with emergency responders
- ✓ Keep the Superintendent informed of the situation

Teaching Assistants Responsibilities include:

Teaching Assistants Responsibilities include assisting teachers as directed and actions to ensure the safety of students

Teachers / Substitute Teacher / Student Teachers:

Teachers shall be responsible for the supervision of students and shall remain with students unless directed to do otherwise. Responsibilities include:

- ✓ Supervise students under their charge
- ✓ Take steps to ensure the safety of students, staff, and other individuals.
- ✓ Take attendance when class relocates to an inside or outside designated area or to an evacuation site
- ✓ Report missing students to the appropriate Emergency Response Team Member
- ✓ Execute assignments as directed by the Incident Commander
- ✓ Obtain first aid services for injured students from the school nurse or person trained in first aid. Arrange for first aid for those who are unable to be moved
- ✓ Render first aid or CPR if certified and deemed necessary
- ✓ Execute assignments as directed by the Incident Commander

School Nurse Responsibilities include:

- ✓ Administer first aid or emergency treatment as needed
- ✓ Supervise administration of first aid by those trained to provide it
- ✓ Organize first aid and medical supplies
- ✓ Execute assignments as directed by the Incident Commander

Counselors, Social Workers & School Psychologists Responsibilities include:

- ✓ Take steps to ensure the safety of students, staff, and other individuals during the implementation of the District-wide Safety Plan
- ✓ Provide appropriate direction to students as described in this ERP for the incident type
- ✓ Render first aid or CPR and/or psychological aid if trained to do so
- ✓ Assist in the transfer of students, staff and others when their safety is threatened by an emergency
- ✓ Administer counseling services as deemed necessary during or after an incident
- ✓ Execute assignments as directed by the Incident Commander

Principal's Office Senior Clerk/Office Senior Clerk Responsibilities include:

- ✓ Answer phones and assist in receiving and providing consistent information to callers
- ✓ Provide for the safety of essential school records and documents
- ✓ Provide assistance to the Incident Commander/Principal
- ✓ Monitor emergency broadcasts
- ✓ Execute assignments as directed by the Incident Commander

Custodians/Maintenance Staff Responsibilities include:

- ✓ Survey and report building damage to the Incident Commander
- ✓ Control main shutoff valves for gas, water, and electricity and ensure that no hazard results from broken or downed lines
- ✓ Provide damage control as needed
- ✓ Assist in the conservation, use and disbursement of supplies and equipment
- ✓ Control locks and physical security as directed by the Incident Commander
- ✓ Keep Incident Commander informed of the condition of the school
- ✓ Execute assignments as directed by the Incident Commander

Bus Drivers/Bus Monitors Responsibilities include:

- ✓ Supervise the care of students if disaster occurs while students are on the bus
- ✓ Transfer students to new location when directed
- ✓ Execute assignments as directed by the Incident Commander

School Monitors Responsibilities include:

- ✓ Supervise the care of students if disaster occurs while students are on the playground, in the cafeteria or in a classroom
- ✓ Assist moving students to new location when directed
- ✓ Execute assignments as directed by the Incident Commander

Food Service/Cafeteria Workers Responsibilities include:

- ✓ Prepare and serve food and water on a rationed basis whenever the feeding of students and staff becomes necessary during an incident
- ✓ Execute assignments as directed by the Incident Commander

Direction, Control and Coordination

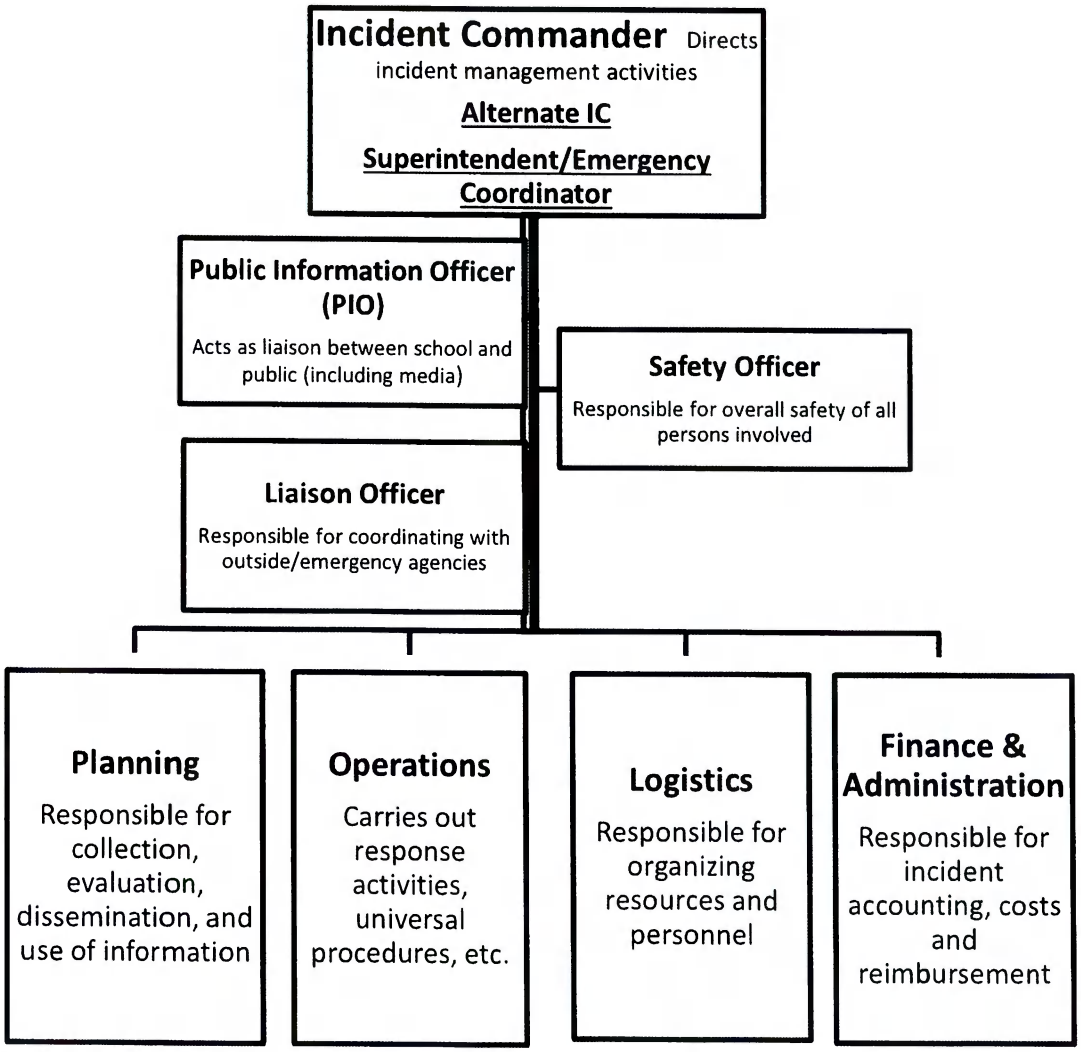
To provide for effective direction, control and coordination of an incident, the Spencer-Van Etten Central School District DWSP will be activated through the implementation of the Incident Command System (ICS).

Staff are assigned to serve within the ICS structure based on their expertise, training and the needs of the incident. Roles should be pre-assigned based on training and qualifications. Spencer-Van Etten Central School District ICS is organized as follows School Building security is outlined further in the School Building Level Safety Plans.

See Appendix B: Incident Command System and Appendix Q for a listing of individuals designated to fill the Command Staff roles.

A. School Incident Command System (ICS) Roles Defined

The Incident Command System is organized into the following functional areas:



1. Incident Command

Directs the incident management activities using strategic guidance provided by the Superintendent or his designee.

Responsibilities and duties include:

- Establish and manage the Command Post, establish the incident organization and determine strategies to implement protocols (adapt as needed)
- Monitor incident safety conditions and develop measures for ensuring the safety of building occupants
- Coordinate media relations and information dissemination with the Superintendent/Principal/Incident Commander
- Develop working knowledge of local/regional agencies, serve as the primary on-scene contact for outside agencies assigned to an incident, and assist in accessing services when the need arises
- Document all significant activities

2. Operations Section

Directs all tactical operations (actions) of an incident including the implementation of response/recovery activities according to ICS, care of students, first aid, psychological first aid, search and rescue, site security, damage assessment, evacuations, and the release of students to parents following our reunification process.

Responsibilities and duties include:

- Monitor site utilities (i.e. electric, gas, water, heat/ventilation/air conditioning) and shut off only if danger exists or directed by the Incident Commander and assist in securing the facility.
- Establish medical triage with staff trained in first aid and CPR, provide and oversee care given to injured persons, distribute supplies and request additional supplies from the Logistics Section.
- Provide and access psychological first aid services for those in need and access local/regional providers for ongoing crisis counseling for students, staff and parents/guardians.
- Coordinate the rationed distribution of food and water, establish secondary toilet facilities in the event of water or plumbing failure and request needed supplies from Logistics Section.
- Document all activities

As needed, Emergency Response Teams may be activated within the Operations Section. 8 NYCRR Section 155.17 e (2) ii requires the designation of individuals assigned to emergency response teams. The Emergency Response Teams Appendix includes tables for documenting those designated individuals.

3. Planning Section

Collects, evaluates, and disseminates information needed to measure the size, scope and seriousness of an incident and to plan appropriate incident management activities.

Responsibilities and duties include:

a. Assist Incident Commander in the collection and evaluation of information about an incident as it develops (including site map and area map), assist with ongoing planning efforts and maintain incident log and document all activities.

4. Logistics Section

Supports ICS by securing and providing needed personnel, equipment, facilities, resources and services required for incident resolution. Coordinates personnel, assembling and developing volunteer teams and facilitates communication among incident responders. This function may involve a major role in an extended incident.

Responsibilities and duties include:

- Establish and oversee communications and activities during an incident (two-way radio, written updates, etc.) and develop telephone tree for after-hours communication
- Establish and maintain school and classroom preparedness kits, coordinate access to and distribution of supplies during an incident and monitor inventory of supplies and equipment
- Document all activities

5. Finance/Administration Section

Oversees all financial activities including purchasing necessary materials, tracking incident costs, arranging contracts for services, timekeeping for emergency responders, submitting documentation for reimbursement and recovering school records following an incident.

Responsibilities and duties include:

- Assume responsibility for overall documentation and recordkeeping activities; when possible, photograph and videotape damage to property
- Develop a system to monitor and track expenses.
- Account for financial losses in accordance with district policy and secure all records

B. Coordination with Responders

The school DWSP may have a set of interagency agreements with various agencies to aid in timely communication. Agreements with these agencies and services (including, but not limited to, mental health, law enforcement and fire departments) could help coordinate services between the agencies and the school. The agreements could specify the type of communication and services provided by one agency to another.

In the event of an incident involving outside agencies, a transfer of command from the school Incident Commander to a responding agency will occur.

C. Source and Use of Resources

The school will use its own resources and equipment to respond to incidents until emergency responders arrive.

It is suggested that the school establish memoranda of understanding with local organizations and businesses to provide necessities in the event of an emergency. Examples include local grocery stores for food and water or county health departments for counseling services.

Information Collection, Analysis & Dissemination

The District/respective School will collect, analyze, and disseminate information during and after an incident.

A. Types of Information

During an incident, the school will assign administrative staff to monitor weather and local law enforcement alerts. This information will be analyzed and shared with the Incident Commander.

After an incident, the school will assign staff to monitor websites and hotlines of mental health, emergency management and relief agencies. The school will also monitor the school district information portal, to determine any information pertinent or critical to the school's recovery effort.

B. Information Documentation

The assigned staff member will document the information gathered including:

- Source of information
- Staff member who collected and analyzed the information
- Staff member to receive and use the information
- Format for providing the information
- Date and time the information was collected and shared

Training, Drills and Exercises

Opportunities for initial training for staff have included instructional programs presented at faculty meetings and on conference days for secondary, elementary and support staff members. Building safety committees have applied this information to both building and program needs unique to each age level of both students and building configurations. All buildings conduct safety training and reviews yearly with faculty and staff. Each building will be required to keep a log of training offered and drills conducted.

Each building is required to conduct separate drills and exercises each year with the students and staff, with the cooperation and participation of the Police (Village, County and State) and fire officials when debriefing is part of the process. (Appendix 2 - Standard Response Protocols: Shelter in place, lockdown, lock out, hold in place and evacuation).

Per the amendment of section 155.17 of the Commissioner's Regulations relating to school safety plan requirements dated July 31, 2024 requires that drills be: (1) conducted in a trauma-informed, developmentally and age-appropriate manner; (2) not include props, actors, simulations, or other tactics intended to mimic a school shooting, incident of violence, or other emergency; (3) occur after annual training in emergency procedures has been provided to students and staff; (4) be completed on different days of the week and during different times of the school day; and (5) at the time that drills are conducted, students and staff shall be informed it is a drill.

Definitions:

Trauma means an emotional response to a deeply distressing or disturbing experience such as violence, natural disaster, abuse, neglect, or loss.

Trauma-informed means an understanding of trauma and how it affects the physical, emotional, and mental health of students and adults.

Trauma-informed drills means avoiding tactics in training or drills that may introduce or activate trauma, such as the use of props, actors, simulations, or other tactics intended to mimic a school shooting, incident of violence, or other emergency, or inclusion of developmentally or age-inappropriate content. Drills may inadvertently prompt a negative emotional or psychological response in staff or students because of previous exposure(s)

to trauma.

The purpose of the drills is to practice staff and student actions during an emergency. When drills are conducted, students and staff must be informed it is a drill.

Schools and districts will follow requirements if they opt to participate in full-scale exercises in conjunction with local and county emergency responders and preparedness officials. Exercises that include props, actors, simulations, or other tactics intended to mimic a school shooting or other act of violence or emergency may not be conducted on a regular school day and when school activities such as athletics are occurring on school grounds. In addition, such exercises cannot include students without written consent from parents or persons in parental relation.

The District will ensure that:

1. drills and training be conducted in a trauma-informed, developmentally and age-appropriate manner;
2. drills and training do not include props, actors, simulations, or other tactics intended to mimic a school shooting, incident of violence, or other emergency; and
3. students and staff be informed when a school is conducting a drill.

The District will also develop procedures regarding notification of parents or persons in parental relation regarding drills.

In summary, the Spencer-Van Etten Central School District understands the importance of training, drills, and exercises in being prepared to deal with an incident. To ensure that school personnel and community responders are aware of their responsibilities under the School District-Wide Safety Plan the following training and exercise actions should occur.

All school staff, students, and others deemed appropriate by the school should receive training during the school year to better prepare them for an incident.

- Roles and Responsibilities – Deliver at start of school year
- Incident Command System (ICS) Training – Training should be completed prior to assignment to an ICS role. Online training is available through the FEMA Independent Study Program at www.training.fema.gov. ICS classes are offered through the NYS Division of Homeland Security and Emergency Services (DHSES) at www.dhses.ny.gov. Or by contacting your local emergency management agency.
- Annual training
    - Review District-Wide Plan with staff
    - Conduct full staff briefings on roles to perform during a lockout, lockdown and special hazard situations such as an active shooter
    - Ensure all staff have been briefed in the communications and notifications requirements set forth in the DWSP
    - Conduct student briefings on roles to perform during a lockout, lockdown and special hazard situations such as an active shooter

The District is staffed with a School Resource Officer (SRO). The SRO serves as an on-going resource for planning and preparing for emergency response.

Various support staff are trained through meetings, conferences, staff workshops and opportunities on Superintendent's Conference days. The hiring process requires fingerprinting, full back round check,

and reference checks.

B. Drills & Exercises

At a minimum, the school will conduct the following exercises/drills annually:

- Section 807 of the Education Law mandates that pupils must receive instruction on how to exit the building in the shortest possible time without confusion or panic. The instruction must be in the form of drills or rapid dismissals and must include a minimum of 12 drills each school year.
- 8 NYCRR Section 155.17 e (3) - each building level emergency response plan shall be tested including sheltering and early dismissal (no earlier than 15 minutes before normal dismissal).

Administration, Finance and Logistics

A. Agreements and Contracts

If school resources prove to be inadequate during an incident, the school will request assistance from local emergency agencies, other agencies and industry in accordance with existing Memorandum of Understanding. Such assistance includes equipment, supplies and/or personnel. All agreements are entered into by authorized school district and school officials.

B. Documentation

The ICS Section Chiefs will maintain accurate logs recording key incident management activities including:

- Activation or deactivation of incident facilities
- Significant changes in the incident situation
- Major commitments of resources or requests for additional resources from external sources
- Issuance of protective action recommendations to staff and students
- Evacuations
- Casualties
- Containment or termination of the incident

C. Incident Costs

The ICS Finance/Administration Section is responsible for maintaining records summarizing the use of personnel, equipment and supplies to obtain an estimate of incident response costs that can be used in preparing future school budgets and to share these costs with the Superintendent and District Business Office. These records may be used to recover costs from the responsible party or insurers or as a basis for requesting financial assistance for certain allowable response and recovery costs from the State and/or Federal government.

D. Preservation of Records

In order to continue normal school operations following an incident, records such as legal documents and student files must be protected (i.e. in the event of a fire and flood).

School Building Security

School Building security is outlined in the Confidential School Building Level Safety Plans. Each staff member is responsible for monitoring activities in and around the school property. They receive annual training in the proper ways to perform these duties. Visitors to the school buildings are required to enter through a secured vestibule which only allows them to report to the main office to provide identification and sign into a register and receive a visitor ID badge, the visitor ID badge is generated through the Raptor System which checks against various state and local systems of at-risk visitors.

The District has entered into a contract with the Village of Spencer for a School Resource Officer (SRO) (See Appendix P). Our SRO reports to the district daily during the school year and assists the district with various components of our school district emergency management plan in regard to school safety and security. In addition, the district has instituted the New York State Police Threat Assessment Model (2007) as part of our assessment of at-risk students (see Appendix D).

All new school employees are screened by utilizing the fingerprint background procedures outlined by NYS Education Law. The school checks references for each applicant and each applicant goes through an extensive interview process.

All staff/faculty members are to wear district ID badges.

Visitors/Intruders

Every staff member is responsible for the safety of students and the school. Therefore, it is essential that every adult in our schools follow procedures that will ensure the safety of every- one. This includes clear identification of our SVE employees (by means of a photo identification tag) and visitors (visitor badges) to our buildings on a daily basis.

- Authorized
  Visitors, while welcome in school for their contributions to the education of children, are only to remain in school for purposes directly related to their authorized visit. All visitors must follow the procedures established by the building. This includes signing in and noting time when entering the building, wearing an identification tag/badge during their visit, and signing out and noting time when leaving. This includes the following: substitute teachers, family members, students not enrolled in our district, volunteers, maintenance workers, contractors, and vendors. A visitor who enters or remains in a school without authorization may be considered an intruder. If such determination is made, all necessary precautions and actions should be taken. The visitor registry shall be supervised by office staff members who have a clear view of the entryway and path to the school office either in person or through the use of cameras. Each school safety team shall be responsible for establishing this procedure and determining the person(s) responsible for this task. Any group using a district facility will submit a building use form. The individual submitting the building use form will be responsible for reviewing the visitor and safety procedure with their group.

- Unauthorized
  An assessment of all unauthorized visitors can be made immediately by any school staff member if it is determined that a visitor is unauthorized. After identifying an unauthorized visitor, the following emergency actions should be taken:
  Alert main office or designee by any means available
  1. Await further instructions from the person in charge of the building or the designee. The person in charge of the building will determine additional actions, which may include "Lockdown" procedure.

Authorities and References

The following are State and Federal authorizations upon which this District-wide Safety Plan is based. These authorities and references provide a legal basis for incident management operations and activities.

- The New York State Safe School Against Violence in Education (Project SAVE) and 8 NYCRR Section 155.17 require that school emergency plans define the chain of command in a manner consistent with the Incident Command System (ICS).
- New York State Executive Order 26.1 (2006) established ICS as the state's standard command and control system that will be utilized during emergency operations.
- Homeland Security Presidential Directive (HSPD) – 5 required the development of National Incident Management System (NIMS), of which ICS is a critical component.

Annual Multi-Hazard School Safety Training

The District continues its obligation to ensure that all staff receive the required annual Right-to- Know, Hazard Communication, and Blood borne Pathogen (Exposure Control) training.

As required by Commissioner's Regulations, the District will implement required emergency response procedures, violence prevention education and mental health training as part of the Superintendent's Conference Day activities each year. This training will also be provided to new employees within 30 days of hire and annually thereafter by the 15th of September.

The District also has annual fire safety training as required by section Chapter 4 Section 406 of New York State Fire Code. Arson and fire prevention training are conducted in compliance with Section 808 of Education Law. Bus drivers conduct bus evacuation drills with students annually.

At the beginning of the school year, at a general staff meeting, all staff will be given a chance to go over procedures for all the mandatory drills and procedures.

Once a year the district safety committee shall convene for a day and review the plan, talk about new ideas for training and do tabletop drills for the major emergencies.

Test Components of the Emergency Response Plan/Functional Annexes

Every school year, Spencer-Van Etten Central School District will conduct Emergency Drills according to New York State Regulations. Currently we conduct at least:

- 8 Evacuation Drills (required per 8 NYCRR Section 155.17 e (2) i)
- 4 Lockdown Drills
- Lockout Drills
- Shelter-In-Place Drills
- Hold-In-Place Drills

Early Dismissal Drill

Pupils will be released to their assigned buses when such buses are announced as available. **Normal bus schedules will be advanced fifteen (15) minutes for the early dismissal plan drill. Additional details follow:**

a. The District participates in an annual early release drill each year.
b. The early release drill will be announced ahead of time so parents can plan for early arrival of children.
c. Unscheduled early release dismissals will be conducted by potentially evacuating to another district building with proper notification or the student's emergency dismissal location.
d. Note: The District has specific detailed plans, which will not be publicly shared in this document.

Transportation and communication procedures shall be included in the test.

Response to Specific Emergencies

Emergency Closing/School Cancellation

School occasionally must close down operations because of severe weather or unanticipated emergencies. The decision to cancel school is made by the Superintendent or designee. When school is cancelled because of emergency conditions, the following will occur:

1. The Superintendent will notify the Principals, Transportation Supervisor, Director of Facilities, Food Service Manager and other essential staff.
2. These persons will begin any telephone contacts they have arranged with their staff in their department. (Each person mentioned will designate an alternate to be called in the event that (s)he is unavailable.)
3. The Superintendent or the districts annual established communication tree will notify the appropriate news outlets, (ie: newspaper, radio stations and television channels). Information will be posted on district webpage; district social media accounts and the Parent Square system will be implemented.

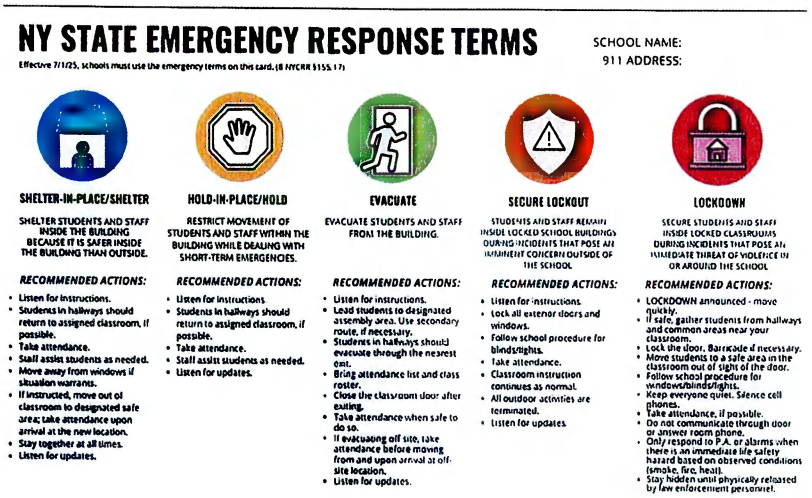
Early Dismissal

In the face of an emergency situation occurring during the school day, the following procedures are to be followed:

1. The Superintendent or his/her designee makes or approves a "go home" decision.
2. Wherever necessary and advisable, an announcement is made on the radio

stations, television channels, newspaper outlets, district social media accounts and website. The Parent Square system will be implemented as identified in the section above.

3. Sufficient school personnel will remain until all students have safely dismissed and arrived home safely and the buses have returned to the district.



NY STATE EMERGENCY RESPONSE TERMS

SCHOOL NAME:
911 ADDRESS:

Effective 7/1/25, schools must use the emergency terms on this card. (8 NYCRR §155.17)

SHELTER-IN-PLACE/SHELTER

SHELTER STUDENTS AND STAFF INSIDE THE BUILDING BECAUSE IT IS SAFER INSIDE THE BUILDING THAN OUTSIDE.

RECOMMENDED ACTIONS:

- Listen for instructions.
- Students in hallways should return to assigned classroom, if possible.
- Take attendance.
- Staff assist students as needed.
- Move away from windows if situation warrants.
- If instructed, move out of classroom to designated safe area; take attendance upon arrival at the new location.
- Stay together at all times.
- Listen for updates.

HOLD-IN-PLACE/HOLD

RESTRICT MOVEMENT OF STUDENTS AND STAFF WITHIN THE BUILDING WHILE DEALING WITH SHORT-TERM EMERGENCIES.

RECOMMENDED ACTIONS:

- Listen for instructions.
- Students in hallways should return to assigned classroom, if possible.
- Take attendance.
- Staff assist students as needed.
- Listen for updates.

EVACUATE

EVACUATE STUDENTS AND STAFF FROM THE BUILDING.

RECOMMENDED ACTIONS:

- Listen for instructions.
- Lead students to designated assembly area. Use secondary route, if necessary.
- Students in hallways should evacuate through the nearest exit.
- Bring attendance list and class roster.
- Close the classroom door after exiting.
- Take attendance when safe to do so.
- If evacuating off site, take attendance before moving from and upon arrival at off-site location.
- Listen for updates.

SECURE LOCKOUT

STUDENTS AND STAFF REMAIN INSIDE LOCKED SCHOOL BUILDINGS DURING INCIDENTS THAT POSE AN IMMINENT CONCERN OUTSIDE OF THE SCHOOL.

RECOMMENDED ACTIONS:

- Listen for instructions.
- Lock all exterior doors and windows.
- Follow school procedure for blinds/lights.
- Take attendance.
- Classroom instruction continues as normal.
- All outdoor activities are terminated.
- Listen for updates.

LOCKDOWN

SECURE STUDENTS AND STAFF INSIDE LOCKED CLASSROOMS DURING INCIDENTS THAT POSE AN IMMEDIATE THREAT OF VIOLENCE IN OR AROUND THE SCHOOL.

RECOMMENDED ACTIONS:

- LOCKDOWN announced - move quickly.
- If safe, gather students from hallways and common areas near your classroom.
- Lock the door. Barricade if necessary.
- Move students to a safe area in the classroom out of sight of the door.
- Follow school procedure for windows/blinds/lights.
- Keep everyone quiet. Silence cell phones.
- Take attendance, if possible.
- Do not communicate through door or answer room phone.
- Only respond to P.A. or alarms when there is an immediate life safety hazard based on observed conditions (smoke, fire, heat).
- Stay hidden until physically released by law enforcement personnel.

Shelter in Place / SHELTER

Definition: shelter in place means keeping students in school buildings and providing them with shelter when it is deemed safer for students to remain inside rather than to return home or be evacuated.

a. Shelter in Place is utilized when students and staff are required to remain indoors, perhaps for an extended period of time, because it is safer inside the building/room than outside.
b. Should weather threaten transportation, the Emergency and School Closing communication methods will be used to alert families to the delay of district transportation. Individual district staff will provide care to include food and water while retaining staff to handle the supervision of students held in the building until transportation home is possible.
c. Note: The District has specific detailed plans, which will not be publicly shared in this document.

Hold in Place / HOLD

Definition: hold in place means the restriction of movement of students and staff within the building while dealing with short term emergencies.

a. An internal incident or administrative matter such as a maintenance issue or medical emergency that requires staff and student movement to be limited, a Hold in Place may be initiated.
b. Note: the District has specific detailed plans, which will not be publicly shared in this document.

Evacuation / EVACUATE

Definition: evacuation mean to move students for their protection from a school building to a predetermined location in response to an emergency.

- In the event of an imminent emergency that requires evacuation of the buildings, the building principal or his/her designee may activate these procedures. In the event of an imminent emergency, standard fire evacuation procedures may be used.

- If circumstances allow, students will prepare for an evacuation, including retrieving coats, lunches, books, etc.
- The building principal or designee will coordinate the details with the district office and the transportation department.
- Note: The District has specific detailed plans, which will not be publicly shared in this document.

Secure Lockout

Definition: secure lockout means students and staff remain inside locked and secured school buildings during incidents that pose an imminent concern outside the school.

a. A lockout is the response to an actual or perceived threat from outside the school building.
b. Note: the District has specific detailed plans, which will not be publicly shared in this document.

Lockdown

Definition: lockdown means to immediately clear the hallways, lock and/or barricade doors, hide from view, and remain silent while readying a plan of evacuation as a last resort. Lockdown will only end upon physical release from the room or secured area by law enforcement. Lockdown is initiated during incidents that pose an immediate threat of violence in or around the school.

a. While the principal or his/her designee generally initiates the aforementioned procedures, anyone can initiate a lockdown. In the event of imminent emergency that requires specific lockdown procedures, a lockdown can be initiated by anyone in the building at any time. An individual yells or communicates through the PA or phones system, "Lock Down, Lock Down, Lock Down" and anyone able to do so will call the main office so an announcement can be made. Note: the District has specific detailed plans, which will not be publicly shared in this document.

Evening and Weekend Emergencies

In the case of an emergency when an event is being held at Spencer-Van Etten CSD, the responsible staff person shall immediately take the appropriate action. (Chain of command in the following order: Administrator on site, Maintenance personnel on site, Chaperone) As soon as feasible, the Principal and the Superintendent must be notified.

All school district personnel supervising events shall have access to a copy of District and Building Level Safety/Emergency Response Plans.

Intervention Strategies

As per section 100.2 (gg)(1)(iv) Commissioner's Regulations, any incident reported that falls into the categories outlined under this section shall be referred to law enforcement as well as the district addressing via the various levels of discipline outlined in the Code of Conduct and the S-VE Student Conduct and Discipline Manual.

Law Enforcement: Violent Incident

The primary responsibility for contacting law enforcement regarding threats or acts of violence rests with the Administrative staff. Students should report a violent incident to the nearest adult and that adult should notify an administrator immediately.

Please keep the following guidelines in operation when responding to a violent act:

- Inform all staff members of the basic details of the incident and continue to keep them informed (if the violent act effects a large population of faculty/students). Establish a mechanism for all staff to continue to give you feedback throughout the entire process.
- Parent Square will be used initially to inform parents, caregivers, students and persons in parental role. A letter will be sent home with all students for any violent incidents that potentially impact a significant number of students (includes general information about the incident).
- In violent incidents necessitating building evacuation with emergency evacuation plan parents will be notified via mass media and Parent Square.
- In the event of a violent incident involving the entire building, students should not be allowed to use phones unless authorized by a building administrator.
- Parents/guardians of students involved and/or impacted by a violent act will be contacted.
- Information regarding student records and families are to be treated in a confidential manner. A breach of confidentiality will result in disciplinary action.

Note: If Student Discipline is needed, refer to the S-VE Code of Conduct. Possible contacts include but are not limited to the following:

New York State Police	911
Chemung County Sheriff	(607) 735-8600
Tioga County Sherriff	(607) 687-1010

Acts of Violence

Any act of violence is to be considered in the context of the *Code of Conduct.* Please refer to the *Code of Conduct and the* S-VE Student Conduct and Discipline Manual for additional information about the consequences of violent behavior. If the act of violence is so egregious as to require action(s) beyond that/those found in the *Code of Conduct,* then the following responses should occur:

1. A staff member should report the incident to his/her immediate supervisor.
2. An Administrator should report the threat to the Superintendent or designee, who will decide whether or not to involve the local authorities and/or emergency personnel.

Possible contacts include but are not limited to the following:

New York State Police	911
Chemung County Sheriff	(607) 735-8600
Tioga County Sherriff	(607) 687-1010

3. Other actions include but are not limited to the following:

- Employ appropriate building lock down procedures
- Notify the Director of Facilities
- Assure that all students are accounted for
- Prepare a command post
- Determine locations of all staff and students
- Allow the perpetrator(s) to escape out of and away from the building
- Avoid reckless/imprudent actions: keep a distance, do not make quick moves, do not force the issue mentally or physically.

Fight, Assault or Rape

Immediate Actions

- Call for administrative assistance. The administrator shall notify the Superintendent and/or make determination if law enforcement or other agencies should be contacted.
- Building Principal will determine if a Hold-In-Place is necessary.
- Notify the building nurse.
- Enlist help to control onlookers. Isolate.
- Clear the area of students.
- Remain in visual contact of altercation encouraging those involved to cease. Secure area as a possible crime scene.
- Remove objects that might increase danger to participants.
- Obtain names of those involved.
- Await assistance from administrative staff.
- Treat life-threatening injuries only (airway, bleeding, and circulation). Do not alter physical condition of victim and surroundings (to protect evidence).
- Call the parent, spouse or other individual on the student's or employee's emergency information card, after consultation with law enforcement.
- Accompany the victim to the hospital, if appropriate.

Suicidal Threats

Standard Procedure:

1. When a staff member hears a threat or concerning statement about a student wanting to harm themselves and there is no pre-existing plan for that student*, they will make direct contact with the building administrator and/or one of the following people:
   a. Elementary School – School Psychologist, School Counselor, or TCMH Counselor
   b. Middle School – School Psychologist, School Counselor, or TCMH Counselor
   c. High School – School Psychologist, School Counselors, or TCMH Counselor

2. If no counselor is available in the building, the staff member/principal will contact another counselor from a different building.

3. The student's parents will be contacted by a counselor before the student goes home. If the parent cannot be reached, emergency contacts will be used. Additional safety precautions or resources will be utilized as needed.

4. Counselor will document the event and share with building administration, along with the school psychologist.

*It is important to note the difference between behavior vs. suicidality. If student statements of suicide are behavioral, a behavior plan to address this concern will be created. The counselor conducting the assessment will make the determination if a behavioral plan is warranted.

Responses to Emergencies

Bomb Threats

When a threat is received, the person answering the call should utilize the NYSP Bomb Threat Instruction Card, found by each phone and write down any responses. They should immediately contact the following people in order:

1. Building Principal – who will contact
   - Appropriate law enforcement agency (911) (When a drill, make call to 911 and inform them we are confirming a scheduled bomb drill)
   - Building custodians, so they can scan the exiting areas that students and staff will be using. Any suspicious objects should be reported to the administrator.
   - Make announcement to staff and students to report to classrooms:
     - ✓ Open windows only if suspicious object is observed, notify office and follow evacuation procedures.
     - ✓ Take attendance and wait for further instructions from an administrator or Supervisor.
2. Secretary will contact the following in order:
   - Contact Superintendent of Schools at District Office (x3400 or (607) 589-7100). If specific school only, Superintendent to contact other schools to alert principals and staff. Superintendent or Designee will:

- ✓ Contact other schools immediately if the threat is districtwide.
- ✓ Respond to scene to command and coordinate
- ✓ Be spokesperson for district.

  In Superintendent's absence- Director of Instructional Support; in their absence respective building Principal will assume responsibilities.

- Contact Director of Facilities (x3430 or (607) 589-7130).
  - ✓ Director of Facilities is to report to scene to coordinate search with search team.
- Contact Director of Transportation (x3660 or (607) 589-7160).
  - ✓ Arrange for transportation of students and/or help transport students to safe locations if necessary
  - ✓ Report to scene and assist with scarch

Bomb Threat Guidelines NYS School Safety Guide

General

- A bomb threat, even if later determined to be a hoax, is a criminal action. No bomb threat should be treated as a hoax when it is first received.
- Administrator or designee will call 911 and will determine if an Evacuation or Hold- in-Place is necessary.
- During regents testing or state assessments, all testing areas are to be searched and secured at the end of each day, from day one when area is set up, and not opened before the next day when test proctors arrive.

School Employee and Community Agency Involvement

- Schools may form teams of volunteers from administration, faculty, staff and community agencies to assist in sweeping buildings or grounds for anything that looks out of place.
- School employees who volunteer to assist, should have access to building keys, floor plans, and information about shut-off valves for heat, electricity, water, and ventilation (HVAC).

Receiving Bomb Threats

Written Threats

- Contact Police (911).
- Immediately notify the school building Principal.
- Handling of a written bomb threat should be kept to an absolute minimum since it may be used as evidence in a criminal investigation.

A threat written on a bathroom wall, mirror, or stall should not be removed until it is viewed or documented (photographed) by law enforcement.

Telephone or Other Verbal Threats

- Contact Police (911).
- Immediatcly notify the school building Principal.
- The NYSP Bomb Threat Instruction Card located next to the telephone, should be followed.

Suspicious Package

- Contact Police (911).
- Immediately notify the school building Principal.
- Follow building level plan.

Bomb Threats on Buses

- Call 911 District Office and the Director of Transportation.
- Dispatcher inquiries about:
  - Location
  - Number of students
  - Any immediately visible suspicious packages
- Inform District Office of action taken.
- Parent Square will be used initially to inform parents, caregivers, students and persons in parental role. A letter will be sent home with all students for any violent incidents that potentially impact a significant number of students (includes general information about the incident).

Civil Unrest - Riot

- ISOLATE the action by calling a Lockdown if the threat is on school property.
- Notify building Principal.
- Call the police 911 and the Superintendent. Describe the event as accurately as possible including the approximate number of people involved, the presence of weapons and other pertinent information.

Procedure for Orders of Protection

An order of protection is a legal court order authorized by a judge, which restricts the amount or degree, or proximity of contact allowed between specific individuals.

Any Order of Protection must be filed with the building Principal.

It is the responsibility of the Principal to immediately inform all staff (including secretarial and bus aides) whom NEED TO KNOW in order to protect the individual named in the Order of Protection. In addition, information should be added into the Raptor Systems as well as SchoolTool to alert staff via that system of potential issues. The Principal will also notify law enforcement of the presence of an individual prohibited from entering the premises.
Note: "Need to Know" would be those staff members who have contact with the protected individual.

Weapons

If it is ascertained by school personnel that a weapon(s) has been brought onto the campus, the following emergency actions will be taken:
Immediate Actions

- Principal or designee calls 911 and alerts Superintendent
  Note: In this emergency situation, when law enforcement officials arrive, their authority supersedes school building/district authority.
- Await further instructions from the Person in Charge of Building or designee, which may include "Lock Down" procedures within building safety plans.

If an individual(s) fires a weapon(s) in your area, take the following actions:

- Call 911 if phone available; otherwise notify principal immediately who will call 911 and Superintendent. If possible, alert the main office.
- Call a "Lock Down" and follow procedure
- Secure your classrooms as per building plans. (Law Enforcement Personnel will want to see into each room) ***Note: In an emergency when law enforcement is called to the school, School Personnel Authority is superseded by law enforcement when they are on site. However, the Principal should still be the person to relay information.***

Active Shooter/Armed Person

- First responsible person aware of event will:
  - Call a lockdown
  - Call 911
  - Notify Principal
    - Building Principal or designee will:
      - Notify principals of other buildings.
      - Notify Superintendent or Designee if not already notified.
      - Be available to meet law enforcement personnel.

After students are all sent home:

- Bring together the crisis team with crisis plan – Parent Square will be used initially to inform parents, caregivers, students and persons in parental role. A letter will be sent home with all students for any violent incidents that potentially impacts a significant number of students (includes general information about the incident).

Child Abduction from Bus Loading/Unloading Area or Outside of Building

- Dial 911 immediately and write down description of suspected abductor, make, model and license plate number of the car, if observed. Take a picture of the vehicle if possible.
- Do not endanger yourself or other students by trying to stop abduction.
  - Notify Transportation Department, Principal and Superintendent as soon as possible.

Child Abduction/ Kidnapping/Hostage/ Unauthorized Visitor in School Buildings or on School Premises

- If you see an unauthorized adult approach a student, move to the area calmly and ask, "May I help you…" Ask suspected abductor if he/she has written permission to take child.
- If there is opportunity, indicate that the student must be signed out at office. Escort person to office.

If abduction is already in progress, do not attempt to interfere.

- First responsible person aware of event will:
  - Call a lockdown
  - Call 911
  - Notify Principal

- Building Principal or designee will:
  - Notify Principals of other buildings
  - Notify Superintendent or Designee if not already notified
  - Be available to meet law enforcement personnel
- If in position to see it or able to move to see it, get the license plate number of the car of the suspected abductor. Take a picture if possible.
- Do not shout so that abductor can hear— he/she may be armed, and you may endanger the lives of others.
- As soon as possible, if observed-write a description of suspected abductor and make, model and license plate number of the car.

When a student is taken forcibly from school (Weapons may or may not be involved):

- Administrator will call 911 and Superintendent immediately. Person or persons who witnessed the student's removal should immediately document any pertinent information including description of individual, a car license number, description of car, and any other specific details.
- Information is to be reported immediately to administration via the nearest telephone. Do not use intercom system to relay information. The administration will be in contact with parent(s), the police, and Superintendent of Schools.

Hazardous Materials Exposure

Immediate Actions

If a letter, package, or container claiming to be infected with anthrax or any other hazardous material is received, or a phone call saying there is a hazardous material present at your location, YOUR FIRST ACTION SHOULD BE TO CONTAIN THE THREAT TO AS FEW PEOPLE AND AS SMALL AN AREA AS POSSIBLE. This is accomplished by the following:

1. Immediately isolate the threat by not moving the letter, package, or container from its original location.
2. Move people away from the immediate area and do not allow ANYONE to touch or move the threat.
3. Close doors and windows to the area and lock the room, if possible, to avoid others accidentally contacting the threat. Those individuals originally present when the threat was discovered should remain nearby and not in contact with uninvolved individuals. They will not receive an additional exposure if the threat remains undisturbed.
4. Notify your building Principal.
5. Building Principal or designee will call 911.
6. Notify Superintendent.

Chemical Accidents

- If you witness a hazardous materials accident, spill, or leak, notify your building Principal.
- Building Principal will notify 911.
- Principal notifies the Superintendent.

If you are **outside** when hazardous materials spill:

- Move away from the spill. Move upstream, uphill, and upwind; hazardous materials can be transported quickly by air and water.
- Don't touch or step in spilled material.

If you are **inside** when hazardous materials spill:

- Close all windows and doors. Seal gaps under doorways and windows with wet towels and duct tape or a similar thick tape.
- Close as many internal doors as possible.
- If local authorities warn of an explosion, close all shades and drapes. Stay away from the windows to prevent injury from flying glass.
- Turn off all ventilation systems or go to 100 percent recirculation so that no outside air is drawn into the building.
- If you suspect that gas or vapors have entered the building, take shallow breaths through a cloth or towel.
- Remain in protected, interior areas of the building where toxic vapors are reduced.

Immediate Actions

1. Principal or designee will call 911, the Superintendent, and the Director of Facilities to report as much accurate information as possible.
2. Director of Facilities or Designee will shut off HVAC systems.
3. Immediately escort all exposed patients for medical assistance. Any exposure to hazardous materials must be checked out by competent emergency services. Bring material, name, or container as directed. Consult MSDS Data Sheet for treatment.
4. If directed by fire personnel, evacuate as directed.
5. Supervise and account for all students within your assignment.
6. Remain with the students if alternate shelter plan is in effect. Reassure students and direct them in an orderly manner. (See Alternate Shelter Plan)
7. Await instructions for possible Emergency Evacuation Plan. Do not re-enter building for any reason.
8. If fire personnel say that no Evacuation is necessary, keep students and personnel away from the event site.

More information: New York State Health Department Bureau of Communicable Disease Control: (518) 473-4439 Poison Control Center (800) 222-1222

Building Collapse

Immediate Actions

1. Seek immediate shelter either in room or hallway.
2. Avoid glass windows, heavy fixtures, shelved equipment, and objects that might fall.
3. Evacuate building to predetermined locations when collapse has subsided. Do not wait for directions to do so. Communications will probably be disrupted. Get away from building. Use pre-planned evacuation routes if possible.
4. In evacuating, avoid electrical panels, wires, and electrical fixtures.
5. Do not return to building under any circumstances.
6. Notify the 911-dispatcher and the Director of Facilities of the event in any way possible—fire alarm box, telephone.
7. Set up a Command Post in a visible and secure location.
8. Each staff member should account for students who were being supervised during the time of the collapse.
9. Continue to follow evacuation procedures.

Bus Accident Procedures-

1. Bus driver or emergency personnel contacts Transportation Department.
2. Transportation Supervisor assesses seriousness of incident and initiates the following procedures as deemed necessary.
    - Superintendent's office shall be called: Superintendent notifies building Principal.
    - Building Principal alerts the appropriate health professional/School Nurse assigned to the building.
    - A complete bus attendance roster should be verified by the bus driver at the site and finalized by the Transportation Supervisor.
    - In loco parentis will be exercised at accident site by Transportation Supervisor or other administrator present, including signing of appropriate release forms.
    - If the bus continues to school, students will be kept in one area until the appropriate health professional/School Nurse has assessed each student.
    - If the students are transported to the hospital emergency room, the Transportation Department contacts the Superintendent, and the appropriate district personnel will provide the hospital emergency room with medical information. All students receiving medical care at an emergency room must have a parent letter that states that the families no fault insurance is primary as required by our insurance company.
    - Students in the hospital emergency room will be transported home or to school by parent or parent designee. Parents of all students on the affected bus will be instructed in person, by telephone, or by a note home, to call their child's physician for possible further follow up.
    - Driver should have names and addresses of all persons involved and all witnesses. Some witness may leave before law enforcement arrives.
    - Drivers should have in their possession, seating charts with their students

listed on them and an accurate attendance taken.

- Depending on the law enforcement agency investigating an accident, the police may request the driver to collect and have in their possession every student's name, their address, and phone number to give to a law enforcement officer at the site of the accident.
- At no time will a parent or legal guardian be allowed on the bus until the proper authorities have completed their work at the site.

Earthquake

Immediate Actions

1. Seek IMMEDIATE shelter either in a room or hallway. Get under desks or tables.
2. Avoid glass windows, heavy fixtures, shelved equipment, and objects that might fall.
3. In halls, stairways, or other areas where no cover is available,
   - move to an interior wall
   - kneel with your back to wall
   - place your head close to knees
   - cover the sides of your head with your elbows and
   - clasp your hands firmly behind your neck

In laboratories, extinguish all burners if possible before taking cover. Stay clear of hazardous chemicals that may spill.

4. Evacuate building to predetermined site when earthquake is over. Get away from building. Use pre- planned evacuation routes if possible.
5. In evacuating follow building off-site evacuation procedures.

Explosion

Immediate Actions

1. Pull fire alarm and evacuate building to at least 300 ft. according to plan.
2. Principal calls 911, Superintendent and the Director of Facilities.
3. Evacuate building according to set procedures.

Falling Object

In this class of events is included: plane crash, missiles, and natural bodies such as meteorites, man-made commercial or military objects.

Immediate Actions

1. Take necessary shelter.
2. Notify your building administrator and Director of Facilities
3. Call 911 and follow procedures for Shelter-in-Place.

Fire Alarm

Immediate Actions

1. If you notice smoke or fire in your building, pull alarm. Notify building administrator immediately who will call 911, Superintendent and the SVE Director of Facilities' Cell. Administrators will meet Fire Department with information.
2. When school fire alarm is sounded, follow evacuation procedures
3. Doors and windows must be closed to prevent the spread of smoke and gases during evacuation.

Flooding

Immediate Actions

1. Contact Principal for flooding in your building and evacuate students per the evacuation plan.
2. Principal or designee notifies the Director of Facilities.
3. Await instructions for alternate evacuation sites or the activation of the Emergency evacuation plan. If the PA system is nonfunctional, a messenger will be sent.
4. Deactivate any electrical equipment that is in danger of being inundated by the flooding, if it is still safe to do so.
5. Await the Principal or designee's report to evacuate. Follow evacuation procedures.
6. Avoid electrical equipment or objects that may fall. Do not drink school water unless you are told it is safe to do so.

Gas Leak

The odor of natural gas may indicate a leak in the building, which may cause an explosion.

Immediate Actions

2. For a gas leak in your area, evacuate students and send designated runner to notify administration. Principal or designee will call 911, the Superintendent, the Director of Facilities, and the Director of Transportation.
3. After receiving warning, staff and students will follow evacuation procedures.
4. Do not open windows or attempt to ventilate the building, as this may pollute a larger area or may cause the risk of explosion.

Medical Emergency Situation

A medical emergency includes infectious diseases, biological contamination, mass casualty accidents, a death at school, environmental emergencies, drug use, or other medically related information that might impact the school population.

In the event of a pandemic, the school district will work closely with the state and county health department and emergency management officials and follow their recommendations.

Immediate Actions

In the event that an emergency involves life-threatening circumstances: call 911, the school nurse and the Principal need to be notified immediately.

- Principal will call the Superintendent.
- The school nurse will evaluate the student(s) condition and will do the following:
  - Call 911 if deemed necessary.
  - Contact the student(s) parents.
- If the medical emergency is an infectious disease outbreak, the school nurse will function as a member of the school district's medical team.

Storms/Tornadoes

Storms include:
snowstorms, ice storms, windstorms, heavy rainstorms, thunderstorms, hailstorms and hurricanes.

The Superintendent makes the decision to open, delay opening, or close schools. School employees and students will be notified by the website, social media, and Parent Square of the district's plans.

Immediate Actions

1. If the district receives a weather alert, the Superintendent and Director of Facilities will notify administrators of situation immediately.
2. Either shelter in place or evacuation procedures may be implemented.

If situation has already progressed to a danger point, continue with following plan:

- If confinement to the building time will exceed the normal departure schedule, plan for an emergency feeding schedule
- For all grade levels, the principal and essential staff will remain at school until all students are safely released and all clear is given from the transportation department
- The Superintendent or Superintendent's designee will notify media of extended plan for public and parental information.

Tornadoes

- If you're riding on a small bus and there is no shelter nearby, get out and lie flat in the nearest ditch, ravine, or culvert. Use your hands to shield your head.
- If you're on a larger bus, sit on the floor and hold onto the seat. If a substantial building is immediately available, get out and go to the structure.
- Don't try to run away from a tornado in a school bus or other vehicle. Cars and trucks are no match for these swift, erratic storms.

Utility Failure

The Maintenance Department will make every attempt to provide each building in the district has alternate sources of power to provide light and communication during a crisis. They will work with local utility companies to restore utilities as quickly as possible.

In buildings where available, the alternate sources of power, such as generators and batteries, should be tested at least every month. If a building should lose electrical power, heat, water pressure or telephone service, take the following steps:

Immediate Actions of the Facilities Department

1. Determine the extent of the problem. Is it local or widespread?
2. Determine as best as you can how long the problem will last.
3. Determine if classes can continue without the specific utility
4. Notify administration/Superintendent.
5. Determine need for evacuation or Emergency evacuation plan.
6. If fire alarm is inoperable, institute Fire Watch (Building Administrator or designee conducts a walk-through inspection of all affected areas every 30 minutes to detect fire. A written report is kept).

Safety Education with Students and Staff

Spencer-Van Etten Central School has a Prevention Program that improves communication between staff and students and addresses violence prevention through classroom implemented activities and programs. S-VE safety education includes the following:

- Character Education Programs
- Access to social emotional supports
- Safety
- Tolerance
- Diversity
- Violence Prevention
- Bullying
- Others based on district needs

A pupil personnel team meets regularly to discuss students and families at risk. Dignity for All Students Act will be implemented and reporting via the website happens regularly. Anonymous reporting procedures are included in handbook and available in all buildings.

The annual Student/Parent Handbook and website shall communicate to parents and students, the following:

- Code of Conduct (Including public conduct on school property)
- Parent-School Communication avenues
- Student Support Services Contacts

Personnel Acting in a School Security Capacity

All school staff are fingerprinted, and their references are checked to the best of the district's ability. Hallway monitoring is done by all school staff whether it be teaching or support staff. They have all been trained in student supervision. They are all given a copy of student handbook and District Code of Conduct.

The district has entered into a contract with Tioga County for a School Resource Officer (SRO). Our SRO reports to the district daily during the school year and assists the district with various components of our school district emergency management plan in regard to school safety and security. In addition, the district has instituted the Virginia Model as part of our assessment of at-risk students and we have participated in the county threat assessment team.

Informing All Educational Agencies

Depending upon the nature and extent of the disaster/emergency, the decision will be made by the Superintendent (in collaboration with the Director of Facilities if a Command Post is to be established) to inform the following:

1. SVE Administrative Team
2. Transportation Department Building
3. Spencer-Van Etten Elementary School
4. Spencer-Van Etten Middle School
5. Spencer-Van Etten High School
6. GST BOCES District Superintendent
7. District will notify the North Spencer Christian Academy of emergencies or potential circumstances that could affect their school (607) 589-6366.

Information about District (as of 7/31/25)

	Staff	Students	Buses/Suburban's
Transportation	*11 drivers* *5 monitors* *2 mechanics* *1 Head Bus Driver* *1 Clerical* *1 Supervisor*		• *16 buses* • *4 suburban's* • *2 Tahoe(s)* • *1 Staff car* • *1 dump truck with plow* • *3 pick up trucks with plows* • *Tractors* • *UTV* • *1 Food Service suburban*
S-VE Elementary	67	325	
S-VE Middle School	53	220	
S-VE High School	53	232	

RECOVERY PHASE

After Each Emergency Event:

- Parent Square will be utilized to communicate information to families, students and staff.
- A faculty meeting will be scheduled to discuss the event and recommended procedures.
- A fact sheet will be distributed to staff at this time.
- The safety team and crisis team will convene to debrief, review, plan and determine next steps.
- A written statement of events for documentation purposes will be completed and shared with the Superintendent. See Addendum. This document will be completed by the first responder, building principal and or any other participants in the emergency response.

Staff, students and families will be referred to supports as needed:

MENTAL HEALTH RESOURCES AND CONTACT INFORMATION	
EAP Counselor for staff (EAP Representative)	(607) 734-3014
Tioga County Mental Health Children's Services (Hotline)	(607) 687-4000
Tioga County (Hotline after hours)	(607) 687-1010
Chemung County Children's Services	(607) 737-5582
Chemung County 24 hr. Hotline	(607) 737-5369
Suicide Prevention Lifeline	(800)-273-TALK(8255)

Addendum:

Emergency Situation Response

Name **Date** **Location** **Time**

Type of Event Shelter in Place Hold in Evacuation Lockout Lockdown

Reason:

People you contacted in reaction to this event.	**Name**					
	title					
	via text, email, or phone					

Describe the facts of the event in the space below. Continue on back if needed. Once completed, please forward the original oft his report to the district office and maintain a copy for your own records.

APPENDICES

DISTRICT CRISIS TEAMS ..... A

DISTRICT PROFILE/BUILDING NEEDS ..... B

RESOURCES WITHIN DISTRICT C

THREAT ASSESSMENT MODEL ..... D

TELEPHONE THREAT INFORMATION SHEET ..... E

PROCEDURES FOR CLEAINING UP BODY FLUID SPILLS ..... F

INCIDENT REPORT FORM ..... G

SURVEY OF VULNERABILITY ..... H

PROCEDURES FOR STUDENTS MISSING DURING OUT OF SCHOOL ACTIVITIES I

ANNUAL WRITTEN INSTRUCTIONS TO STUDENTS AND STAFF ..... J

DRILL NOTIFICATION ..... K

GOTTA GO BAG CONTENTS L

ASSISTED EVACUATION PLANS ..... M

ASSISTED EVACUATION PLANS FOR STUDENTS WITH SPECIAL NEEDS FORM ..... N

RED CROSS AGREEMENT ..... O

VILLAGE OF SPENCER SRO AGREEMENT ..... P

Appendix A

Spencer-Van Etten District-Wide School 2026-27 Safety Team

District Superintendent (Incident Commander)	Patrick Patterson
Chief Emergency Officer	Patrick Patterson
School Business Administrator, CFO	Kris Williamson
Director of Instructional Support Services	Tina Lampila
Principal, Spencer-Van Etten Elementary School	Matt Stroup
Nurse, Spencer-Van Etten Elementary School	Hannah Wilbur
Principal, Spencer-Van Etten Middle School	Patricia Stauring
Nurse, Spencer-Van Etten Middle School	Donna Gulde
Principal, Spencer-Van Etten High School	Dr. Bradley Countermine
Nurse, Spencer-Van Etten High School	Theresa Vallely
Nurse Mentor, Contract Special Assignment	Gail Hall
Transportation Supervisor	Carol Windnagle
Director of Facilities	Shawn Congdon
Food Service Manager	Michelle Dougherty
Athletic Director/Asst. HS Principal	Beth Ebel-Ruocco
SVETA Union President	Betsy Peters
CSEA Union President	Ryan Nelson
Bus Driver	TBD
School Monitor	TBD
Health and Safety Committee	Williamson, Congdon, Ebel-Ruocco, Wilbur. Co-committee
High School Counselors	Marjorie McKinery/Erica Sparks
Board Member	Rick Rogers

Building Level Safety/Crisis Team

SCHOOLDISTRICT SAFETY/ CRISIS TEAMS FOR 2026-2027

High School	Middle School	Elementary School
Dr. Bradley Countermine, Principal	Patricia Stauring, Principal	Matthew Stroup, Principal
Beth Ebel Rucco, Assistant Principal	Tammy Vanderpool	Hannah Wilbur
Marlynda Smith	Dana Alison	Bryanna Sparks
Kristin Cook	Dan Craven	Randy Grobe
Teri Vallely	Donna Gulde	Robin Gillette
Andy McGee	Monica Jones	Krista Williams
Jeremy Kastenhuber	Georgia Matthie	Kim Zarach
Kimby Alpert	Bret McDermott	Lindsay Craven
Shawn Congdon	Christine Nelson	Marcy Luffman
Tina Lampila	Robbie Swartout	Chris Bainbridge
Dakota Decker		Shelly Benjamin
		Nicole Delaney

APPENDIX B

SPENCER-VAN ETTEN CENTRAL SCHOOL DISTRICT PROFILE

Superintendent of Schools: Patrick Patterson Phone: 607-589-7100

Organization:

Grade Range: PreK-12 Student Enrollment:

Student Enrollment:

Pre-Kindergarten:	54	Grade 7:	60
Kindergarten:	54	Grade 8:	62
Grade 1:	53	Grade 9:	67
Grade 2:	50	Grade 10:	58
Grade 3:	60	Grade 11:	53
Grade 4:	51	Grade 12:	61
Grade 5:	68		
Grade 6:	47	Total:	

Building Nurses: Teri Vallely (High); Donna Gulde (Middle); Hannah Wilbur (Elementary)

Building Head Custodians: Dakota Decker (High); Elwood Wright (Middle); Randy Grobe (Elementary)

Districtwide Building Psychologist: TJ Anderson, Kecia Nicholson (.5 FTE BOCES)

District Social Workers: Monica Jones, Michael Leljedal, Rachel Ahart

Number of buses: 16

HANDICAPPED is defined as permanently wheelchair bound.
Transportation needs based on full size bus 65 students or 43 adults.

DAYCARE AND NURSERY SCHOOLS

School/Daycare Center	Location	Telephone
YWCA Program	Elementary School	607-733-5575

Appendix C

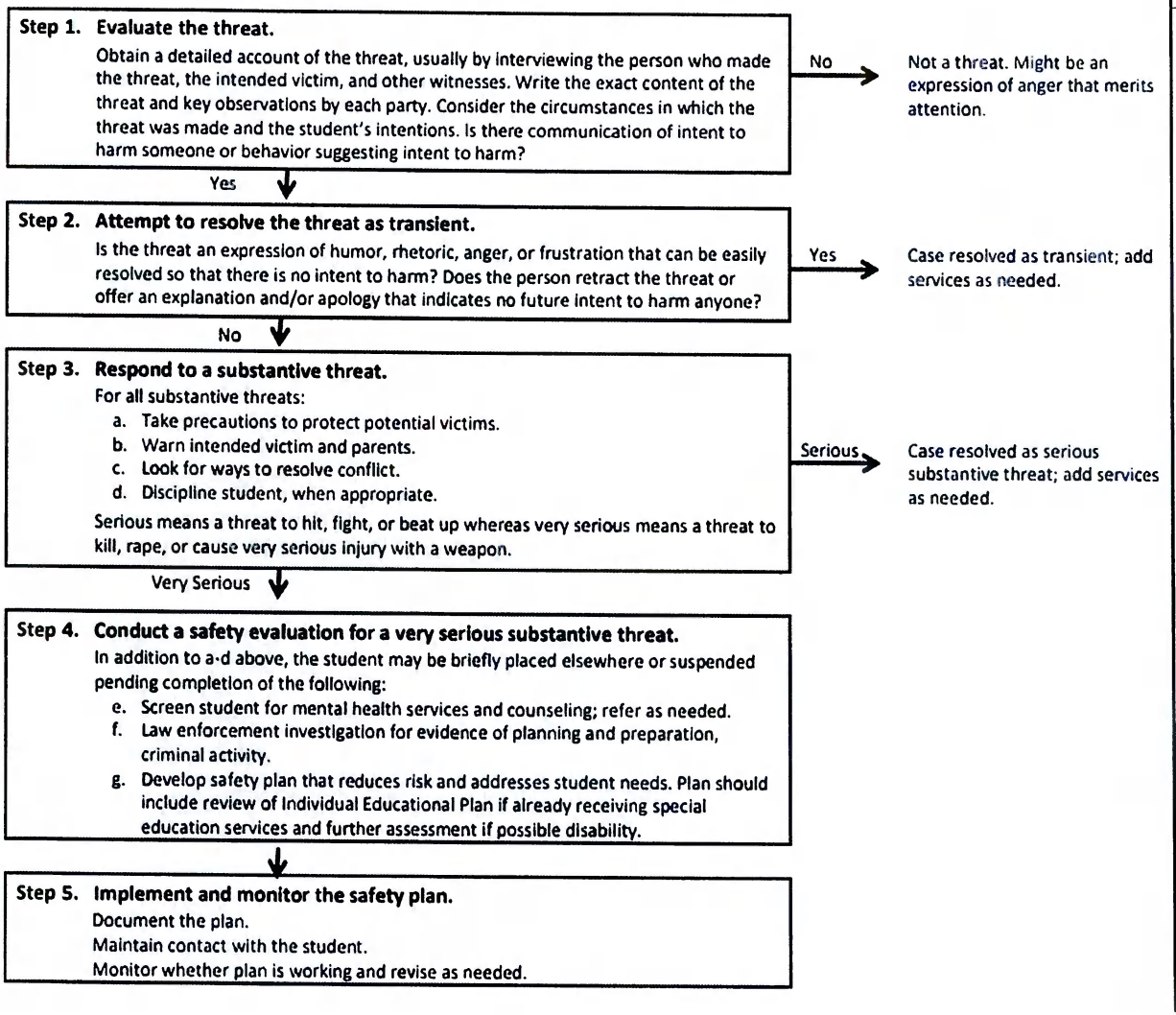
RESOURCES AVAILABLE WITHIN DISTRICT

Mark the location of the following resources:

RESOURCES	SVE HIGH	SVE MIDDLE	SVE ELEMENTARY	BUS GARAGE
Telephone System	X	X	X	X
Zoned Fire Alarm System	X	X	X	X
Public Address System	X	X	X	X
Nurse's Office- First Aid Supplies	X	X	X	X
Public Bus Route				
Potable Water	X	X	X	
Fire Extinguisher	X	X	X	X
Emergency Generator	X	X	X	X
Battery Backup System	X	X	X	
Water Supply-Fire Hydrants		X	X	X
Food Storage: # of days/	7	3	3	
Eye Wash Device	X	X	X	X
Blankets, Cots	X	X	X	
Gasoline Fuel Storage				X
Emergency 2-way Radio	X	X	X	X
Candles, Flashlights, Batteries	X	X	X	X
Maps-School District Area	X	X	X	X
Bull Horns				
Building Floor Plans	X	X	X	X
Cooking & Eating Utensils	X	X	X	X

Appendix D

School Threat Assessment Decision Tree*



Appendix E

TELEPHONE THREAT INFORMATION SHEET
COPY EXACT WORDS OF PERSON PLACING CALL (To best of ability):

BOMB THREAT CARD UNDER TELEPHONE

_____

DESCRIPTION OF SUSPECT'S VOICE

MALE ____ FEMALE _____ YOUNG _____ MIDDLE AGE _____ OLD_____ __
TONE OF VOICE _____ ACCENT: _____ _____
IS VOICE FAMILIAR? ____ IF SO WHO DOES IT SOUND LIKE? _____ _____
SPECIFY BACKGROUND NOISE: _____ _____
TIME CALLER HUNG UP:_____ _____

REMARKS:_____
_____

IN THE EVENT OF BOMB THREAT ATTEMPT TO DETERMINE THE FOLLOWING:

1. When is bomb going to explode?_____

_____

2. Where is the bomb right now?_____

_____

3. What kind of bomb is it?_____

_____

4. What does it look like?_____

_____

5. Why did you place the bomb?_____
_____

DATE _____ TIME _____ NAME OF RECIPIENT _____

BUILDING _____ OFFICE _____ EXT. # _____

Appendix F

PROCEDURES FOR CLEANING UP BODY FLUID SPILLS

These procedures must be used to clean up all spills involving:
Vomitus, Blood, Feces, Urine, Semen or Vaginal Secretions.

1. PUT ON PROTECTIVE GLOVES

Wear disposable gloves. If unanticipated contact occurs immediately wash affected areas with soap and water.

2. CLEAN UP

For small spills, use paper towels to wipe up then use clean paper towels with soap and water. For larger spills, apply an absorbent material (i.e. Discard, Quaff) until absorbed then vacuum or sweep up all material. Place all waste in a plastic bag and seal.

3. DISINFECT AREA

For hard surfaces such as floors use a clean mop and disinfectant. Shampoo carpets, rugs and cloth furniture with disinfectant.

4. BAG DIRTY MATERIALS

Place all disposable items in plastic bag, remove gloves and seal. Note: Clothing and other non-disposable items should be rinsed in a disinfectant solution and placed in a plastic bag to be sent home.

5. DISPOSE OF DIRTY MATERIALS

Place all bags of disposable waste into another plastic bag (double bag), secure and dispose of immediately in dumpster located outside building. Dispose of dirty water down the drain.

6. CLEAN EQUIPMENT

Rinse broom, dust pan, mop bucket or other equipment in disinfectant solution then rinse thoroughly with hot water. Soak used mops in fresh disinfectant solution then rinse thoroughly. Disinfectant solution should be promptly disposed of down the drain.

7. WASH HANDS

Wash hands with soap and water. Bar soap is acceptable.

DISINFECTANTS

The disinfectant must be able to kill bacteria, fungi, viruses and tuberculosis causing organisms. The following disinfectants are registered by the US Environmental Protection Agency (EPA) for use in schools; 3M #10 Quaternary Disinfectant, Quest, DMQ Disinfectant and Neutralizer and Household Bleach (1 part bleach to 10 parts water). Do not use aerosol sprays.

Appendix G

INCIDENT REPORT FORM (Discretionary)

TYPE OF INCIDENT: _____

LOCATION: _____

DATE: _____ TIME: ___ A.M. ___ P.M.

PERSON REPORTING INCIDENT: _____

COMMAND POST MANNED BY: _____

TYPE OF RESPONSE:

SHELTERING:	YES ____	NO ____
EARLY DISMISSAL:	YES ____	NO ____
EVACUATION:	YES ____	NO ____
SCHOOL CANCELLATION:	YES ____	NO ____

NOTIFICATIONS:	CELL PHONE	TELEPHONE NO.	YES	NO	TIME
Superintendent					
Director of Facilities					
School Business Administrator					
Director of Instructional Support					
Transportation Supervisor/ Head Bus Driver					
High School Building Administrator					
Middle School Building Administrator					
Elementary School Building Administrator					
Food Service Manager					
Fire Department		911			
Police (local)		911			
Police (state)		911			
County Sheriff		911			
American Red Cross					
County Emergency Mgt. Office					
County Health Dept.					
Dept. of Environmental Conservation					
Radio Stations		Emergency Plan Notification			

SUPERINTENDENT: _____
(Signature)

Appendix H

SURVEY OF VULNERABILITY
LOCATION OF POTENTIAL EMERGENCY SITES OWNED BY THE SCHOOL DISTRICT

BUILDINGS

a. Spencer-Van Etten High School
16 Dartts Crossroad
Spencer, NY 14883

b. Spencer-Van Etten Middle School
1 Center Street
Spencer, NY 14883

c. Spencer-Van Etten Elementary School
7 Langford Street
Van Etten, NY 14889

TRANSPORTATION

Spencer-Van Etten Central School District Transportation Center
7 Langford Street
Van Etten, NY 14889

a. School buses

b. Other school owned vehicles

B. COMMUNITY SITES

1. Hazardous Roadways / Intersections

Route 34
Route 96

2. Dams

a) Pelto
b) Ed Pylkas

3. Flood Plains (orange areas is district 100 year flood plains)



4. Bridges / Underpasses

a) Route 34 Underpass
b) Route 34 Overpass (railroad)

5. Railroads and Crossings

a) Secondary Roads Only

6. Airports

a) Ithaca Airport
b) Elmira Airport

7. Gasoline / Diesel / Oil Storage Tanks

a) School Bus Garage, Town Barn, Area Gas Stations

8. Potential Air Polluting Industries

N/A

9. Potable Water Supply

Village of Van Etten local supply.

10. Industries Which Handle Hazardous Materials

N/A

11. Radiological Industries / Utilities

a) NIMO I + II power plants - Scriba, NY (Oswego County)

12. Cartage of Hazardous Materials Within District

At present no municipal ordinances prevent the cartage of hazardous materials on major roads within the School District.

APPENDIX I

Procedures if Students Are Missing During Out-of-School Activities

Students on field trips must always be in the sight of staff and under their supervision. Student emergency information forms should be taken on all fieldtrips in the event phone numbers and other pertinent information are needed.

1. In the event a student runs away or is missing, staff will look for them and continue to do so until they are found or, it becomes unsafe for the staff to continue to search.
2. In the event a student is missing and appears to be in any danger, police, parents and administration will be notified immediately.
3. In the event a student is missing due to running away or being lost in a reasonably safe area (museum, park) for more than ½ hour, program administration and police must be called, and parents notified. The superintendent and assistant superintendent should be notified as soon as possible.
4. In the event a student is missing due to running away or being lost, a responsible adult must stay in the area until the matter is resolved. Missing students must never be left at any location even if assumed safe.
5. Immediately following an event where a student or students were missing due to running away or being lost, a complete report of the incident will be prepared for the superintendent and assistant superintendent. A staff meeting will be held in the affected program for the purpose of preventing future incidents by review of procedures.

APPENDIX J

ANNUAL WRITTEN INSTRUCTIONS TO STUDENTS AND STAFF

The Superintendent of Schools, together with each chief school administrator of an educational agency other than a public school located within the school district, shall provide written instructions on emergency procedures in their respective schools for all students and staff. The written instructions shall be distributed by October 1 of each school year to students and staff by any of the following methods:

1. School district newsletter mailed to all district residents.
2. Special mailing to students' homes.
3. Handout for students to carry home.

At a minimum, written instructions shall include the following information:

1. Identify alarm warning system.
2. Various response actions which may be required, such as early dismissal and sheltering, and a description of each.
3. Name of District Emergency Coordinator, and the names and roles of the members of the Emergency Response Team.
4. Methods for disseminating information during an emergency.
5. A source for additional information.

APPENDIX K

DRILL NOTIFICATION

The following notice will be issued by the transportation supervisor and/or building principals one week prior to the scheduled drill. Such notices will be mailed to the student's last address of record. Where possible, enrolled siblings will be included on one notice.

TO: Parent or Guardian of: _____

ADDRESS: _____

_____

SUBJECT: Early Dismissal

The Spencer-Van Central School District has scheduled its annual test of the Early Dismissal Plan for

_____.
(date)

Students will be released 15 minutes earlier than their normally scheduled time in order to test the early dismissal response of the District's Emergency Plan.

Please make appropriate arrangements for the early arrival of your children as a result of this drill. Thank you.

Principal



FACT SHEET

EMERGENCY "GO KITS" FOR K–12 SCHOOLS

READINESS AND EMERGENCY MANAGEMENT FOR SCHOOLS TECHNICAL ASSISTANCE CENTER

The Readiness and Emergency Management for Schools (REMS) Technical Assistance (TA) Center encourages schools to consider preparedness in the context of the five preparedness mission areas: protection, prevention, mitigation, response, and recovery. The mitigation phase involves developing policies and protocols for multiple hazards, establishing an Incident Command System (ICS), conducting training and exercises, and ensuring that necessary resources are available should an emergency require students and staff either to evacuate or to shelter in place.

One suggested activity for enhancing school preparedness is the creation of emergency supply kits — or emergency "go-kits." The following are some aspects to consider when developing your kits:

Helpful Hints

- **Portability:** The go-kits should contain enough space to hold a stockpile of essential emergency supplies, but portable enough to be easily carried during an emergency. Examples of common containers include backpacks, duffel bags, or plastic bins.
- **Accessibility:** Go-kits should be stored in secure, readily accessible locations throughout the building so that they can be retrieved during an emergency.
- **Roles:** Administrators, teachers, and critical members of the school-based ICS team (e.g., nurses, custodians) may have a go-kit with supplies needed to carry out their assigned responsibilities.
- **Environment:** Schools should consider the specific characteristics of the school, such as its population, climate, facilities, and resources when building their go-kits.
- **Emergency Types:** Schools should include supplies for several different types of emergencies, including pandemics and technological and natural disasters.
- **Replenishment:** The school's emergency plan should include procedures for designating which staff are responsible for replenishing the go-kits. All supplies should be well labeled and maintained.
- **Two Types:** Some schools find it beneficial to have two major types of go-kits: (1) for administrators and (2) for teachers in each individual classroom. Examples of items to be included in each type of kit are included in the next section.

Administration "Go-Kit" Supplies

- Batteries
- Blankets
- Breathing masks
- Can opener
- Clipboard with lists of
  - All students
  - Students with special needs and description of needs (i.e., medical issues, prescription medicines, dietary needs), marked confidential
  - School personnel
  - School emergency procedures
  - Key contact information for the district crisis team
- Duct tape
- Emergency communication device
- First aid kit with instructions
- Flashlight (battery- or solar-powered)
- Food
- Hand sanitizer and cleaning agents
- Hat or brightly colored vest for visibility and leadership identification
- Keys or other access devices
- Latex gloves
- Lighter
- Multipurpose tool, wrench or pliers, and knife
- Parent-student reunification plan
- Pens, pencils, or wax markers
- Plastic sheeting
- Portable toilets, makeshift toilets, or garbage bags
- Radio (battery- or solar-powered)
- Sanitary items (toilet paper and towelettes)
- Speaker or megaphone
- Surgical masks or face shields
- Utility turnoff procedures
- Walkie-talkies
- Water supply
- Waterproof matches and container
- Whistle
- Work gloves

PLEASE NOTE: The tools and resources identified in this document are not intended as endorsements



PLEASE NOTE: The tools and resources identified in this document are not intended as endorsements and are merely offered as examples.

Classroom "Go-Kit" Supplies

- Age-appropriate student activities (such as playing cards, checkers, inflatable ball, etc.)
- Batteries
- Blankets
- Breathing masks
- Bucket
- Can opener
- Clipboard with lists of
  - All classroom students
  - Students with special needs and description of needs (i.e., medical issues, prescription medicines, dietary needs), marked confidential
  - Classroom personnel
  - School emergency procedures
- Duct tape
- Emergency communication device
- First aid kit with instructions
- Flashlight (battery- or solar-powered)
- Food
- Hand sanitizer and cleaning agents
- Hard candies
- Hat or vest for teacher identification
- Keys or other access devices
- Latex gloves
- Pens and paper
- Plastic sheeting
- Radio (battery- or solar-powered)
- Sanitary items (toilet paper and towelettes)
- Surgical masks or face shields
- Water
- Whistle
- Work gloves



FOR MORE INFORMATION

(855) 781-REMS (7367) info@remstacenter.org @remstacenter https://rems.ed.gov

READINESS AND EMERGENCY MANAGEMENT FOR SCHOOLS
REMS
TECHNICAL ASSISTANCE CENTER

PLEASE NOTE: The tools and resources identified in this document are not intended as endorsements and are merely offered as examples that

APPENDIX M

ASSISTED EVACUATION PLANS
FOR STUDENTS WITH SPECIAL NEEDS

An assisted evacuation plan form (see attached sample) should be completed for any child who has limited mobility and for any other child who would require assistance to leave the building in the emergency. These forms can be obtained from the main office.

The plan should include alternatives for situations in which the person with primary responsibility is not available.

It is suggested that the Building Administrator not be designated as the person with primary responsibility. In an emergency situation the Building Administrator must attend to many immediate demands and decisions. Also, the Building Administrator should be free to report to the designated place in the assembly area to meet staff members and to give instructions.

It is also suggested that the person with primary responsibility be someone who is likely to be near the child who needs assistance, not someone who may have to take time to travel through the building or against the flow of traffic.

One strategy for the evacuation of a child who cannot use the stairs unassisted, or who cannot negotiate crowded stairs quickly, is to designate an area of the stairwell out of the flow of traffic such as an area of Rescue Assistance (Remember that the stairwells are designed to retard the spread of fire). The child remains there with an adult assistant until the students have passed and the stairs can be used.

This form should be completed for every child who needs any kind of special accommodations in emergency evacuations. Copies should be distributed according to the instructions on the form. The plan should be reviewed annually.

APPENDIX N

ASSISTED EVACUATION PLAN FOR STUDENTS WITH SPECIAL NEEDS FORM

Name of Child _____
Building _____
Teacher and Room _____
Reason child needs assistance _____

Assistance to be given _____

Person responsible _____
Alternate person responsible _____
Alternate person responsible _____
Special arrangements needed at assembly area _____
Other pertinent information _____
Attach copy of student's class schedule and out-of-classroom services.

_____
Signature of person who prepared plan Date

Copies on file: Principal
District Office
Substitute information folder
Nurse
Classroom/homeroom teacher
District Emergency Response Plan

Circulate information to all special area or class teachers. Copy of plan should be kept with class attendance roster.

Update plan annually by October 1 (and document this review).

American Red Cross

Facility Use Agreement

The American National Red Cross ("Red Cross"), a non-profit corporation chartered by the United States Congress, provides services to individuals, families, and communities when disasters strike. The disaster relief activities of the Red Cross are made possible by the American public, who support the Red Cross with generous donations. The Red Cross's disaster services are also supported by facility owners who permit the Red Cross to use their buildings as shelters and other service delivery sites for disaster victims. This agreement is between the Red Cross and a facility owner ("Owner") so the Red Cross can use the facility to provide services during a disaster. This agreement only applies when Red Cross requests use of the facility and is managing the activity at the facility.

Parties and Facility

Owner:

Full Name of Owner	Spencer-Van Etten Central School District
Address	16 Dartts Crossroad, Spencer NY 14883
24-Hour Point of Contact Name and Title Work Phone Cell	Patrick Patterson Superintendent papatterson@svecsd.org 607-589-7100
Address for Official Notices (only if different from above	

Red Cross:

Chapter Name	American Red Cross, Southern Tier Chapter
Chapter Address	620 East Main Street Endicott, NY 13760
24-Hour Point of Contact Name and Title Work Phone Cell	Chapter Number: 607-785-7207 Red Cross National Answering Service: 1-800-733-2767 Julian Buttitta Regional Mass Care Manager
Address for Official Notices	American Red Cross, Disaster Cycle Services Logistics, 8550 Arlington Blvd., Fairfax, VA 22031

Facility:

Insert name and complete street address of building or, if multiple buildings, write "See attached facility list," and attach facility list, including complete street address of each building that is part of this agreement. If the Red Cross will use only a portion of a building, then describe the portion of the building that the Red Cross will use.

Spencer - Van Etten Middle School, 1 Center Street, Spencer, New York 14883

Terms and Conditions

1. Use of Facility: Upon request and if feasible, Owner will permit the Red Cross to use and occupy the Facility on a temporary basis to conduct emergency, disaster-related activities. The Facility may be used for the following purposes (both parties must initial all that apply):

Facility Purpose	Owner Initials	Red Cross Initials
Service Center (Operations, Client Services, or Volunteer Intake)	PP	JVB
Storage of supplies	PP	JVB
Parking of vehicles	PP	JVB
Disaster Shelter	PP	JVB

2. Facility Management: The Red Cross will designate a Red Cross official to manage the activities at the Facility ("Red Cross Manager"). The Owner will designate a Facility Coordinator to coordinate with the Red Cross Manager regarding the use of the Facility by the Red Cross.
3. Condition of Facility: The Facility Coordinator and Red Cross Manager (or designee) will jointly conduct a survey of the Facility before it is turned over to the Red Cross. They will use the first page of the Red Cross's ***Facility/Shelter Opening/Closing Form*** to record any existing damage or conditions. The Facility Coordinator will identify and secure all equipment in the Facility that the Red Cross should not use. The Red Cross will exercise reasonable care while using the Facility and will not modify the Facility without the Owner's express written approval.
4. Food Services (*This paragraph applies only when the Facility is used as a shelter or service center.*): Upon request by the Red Cross, and if such resources are available, the Owner will make the food service resources of the Facility, including food, supplies, equipment and food service workers, available to feed the shelter occupants. The Facility Coordinator will designate a Food Service Manager to coordinate meals at the direction of and in cooperation with the Red Cross Manager. The Food Service Manager will establish a feeding schedule and supervise meal planning and preparation. The Food Service Manager and Red Cross Manager will jointly conduct a pre-occupancy inventory of the food and food service supplies before the Facility is turned over to the Red Cross. When the Red Cross vacates the Facility, the Red Cross Manager and Facility Coordinator or Food Service Manager will conduct a post-occupancy inventory of the food and supplies used during the Red Cross's activities at the Facility.
5. Custodial Services (*This paragraph applies only when the Facility is used as a shelter or service center.*): Upon request of the Red Cross and if such resources are available, the Owner will make its custodial resources, including supplies and workers, available to provide cleaning and sanitation services at the Facility. The Facility Coordinator will designate a Facility Custodian to coordinate these services at the direction of and in cooperation with the Red Cross Manager.
6. Security/Safety: In coordination with the Facility Coordinator, the Red Cross Manager, as he or she deems necessary and appropriate, will coordinate with law enforcement regarding any security and safety issues at the Facility.
7. Signage and Publicity: The Red Cross may post signs identifying the Facility as a site of Red Cross operations in locations approved by the Facility Coordinator. The Red Cross will remove such signs when the Red Cross concludes its activities at the Facility. The Owner will not issue press releases or other publicity concerning the Red Cross's activities at the Facility without the

written consent of the Red Cross Manager. The Owner will refer all media questions about the Red Cross activities to the Red Cross Manager.

8. Closing the Facility: The Red Cross will notify the Owner or Facility Coordinator of the date when the Red Cross will vacate the Facility. Before the Red Cross vacates the Facility, the Red Cross Manager and Facility Coordinator will jointly conduct a post-occupancy inspection, using the second page of the *Shelter/Facility Opening/Closing Form,* to record any damage or conditions.

9. Fee (*This paragraph does not apply when the Facility is used as a shelter. The Red Cross does not pay fees to use facilities as shelters.*): Both parties must initial one of the two statements below:

   a. Owner will not charge a fee for the use of the Facility.
   Owner Initials PP Red Cross Initials JVB

   b. The Red Cross will pay $___ per: _____ for the right to use and occupy the Facility
   Owner Initials _____ Red Cross Initials _____

10. Reimbursement: Subject to the conditions in paragraph 10(e) below, the Red Cross will reimburse the Owner for the following:

   a. *Damage to the Facility or other property of Owner*, reasonable wear and tear excepted, resulting from the operations of the Red Cross. Reimbursement for facility damage will be based on replacement at actual cash value. The Red Cross, in consultation with the Owner, will select from bids from at least three reputable contractors. The Red Cross is not responsible for storm damage or other damage caused by the disaster.

   b. *Reasonable costs associated with custodial and food service personnel and supplies* which would not have been incurred but for the Red Cross's use of the Facility. The Red Cross will reimburse at per-hour, straight-time rate for wages actually incurred but will not reimburse for (i) overtime or (ii) costs of salaried staff.

   c. *Reasonable, actual, out-of-pocket costs for the utilities indicated below*, to the extent that such costs would not have been incurred but for the Red Cross's use of the Facility. (Both parties must initial all utilities that may be reimbursed by the Red Cross):

	Owner Initials	Red Cross Initials
Water	PP	JVB
Gas	PP	JVB
Electricity	PP	JVB
Waste Disposal	PP	JVB

   d. The Owner will submit any request for reimbursement to the Red Cross within 60 days after the occupancy of the Red Cross ends. Any request for reimbursement must be accompanied by supporting invoices. Any request for reimbursement for personnel costs must be accompanied by a list of the personnel with the dates and hours worked.

   e. If the disaster is a Federally declared disaster and Owner is a municipal, county, parish, or state government entity, then the Owner will work with appropriate emergency management agencies to seek cost reimbursement through the Federal Emergency Management Agency's program for administering Public Assistance Category B under the Robert T. Stafford Act. The Red Cross is not obligated to

reimburse the Owner for costs covered by Public Assistance Category B.

11. Insurance: The Red Cross shall carry insurance coverage in the amounts of at least $1,000,000 per occurrence for Commercial General Liability and Automobile Liability. The Red Cross shall also carry Workers' Compensation coverage with statutory limits for the jurisdiction within which the facility is located and $1,000,000 in Employers' Liability.
12. Indemnification: The Red Cross shall defend, hold harmless, and indemnify Owner against any legal liability, including reasonable attorney fees, in respect to claims for bodily injury, death, and property damage arising from the negligence of the Red Cross during the use of the Facility.
13. Term: The term of this agreement begins on the date of the last signature below and ends 30 days after written notice by either party.

Digital Signature: Each party agrees that either part's execution of this agreement by DIGITAL signature (whether ELECTRONIC or encrypted) is expressly intended to authenticate this AGREEMENT and to have the same force and effect as manual signatures. The term DIGITAL signature means any electronic sound, symbol, or process attached to or logically associated with a record and executed and adopted by a party with the intent to sign such record, including facsimile or email electronic signatures. The use of digital signatures is intended to facilitate more efficient execution and delivery of signed documents.

Spencer - Van Etten CSD	The American National Red Cross
Owner (Legal Name)	(Legal Name)
Patrick Patterson Digitally signed by Patrick Patterson Date: 2026.08.18 16:39:42 -04'00'	
By (Signature)	By (Signature)
Patrick Patterson	Julian Buttitta
Name (Printed)	Name (Printed)
Superintendent	Mass Care Manager
Title	Title
8/18/2026	08/18/2026
Date	Date

PET ADDENDUM TO FACILITY USE AGREEMENT

This Pet Addendum to Facility Use Agreement ("Addendum") is hereby annexed to and made a part of the Facility Use Agreement ("Agreement") having an effective date of SEP, 2026, and entered into between Spencer-Van Etten CSD ("Owner") and The American National Red Cross, a nonprofit corporation, a Federally chartered instrumentality of the United States, and a body corporate under the laws of the United State (36 U.S.C. §§ 300101-300111 (2007) ("Red Cross"). Owner and Red Cross are each sometimes referred to herein as a "Party" and collectively, as "Parties", as the context requires. Capitalized terms used, but not defined herein have the meanings set forth in the "Agreement".

Owner hereby grants permission to the Red Cross to permit its clients while occupying a portion of the Premises ("Client") to keep only those pet(s) described below upon the terms and conditions in this Addendum. All pets are subject to the following general policies:

1. Clients' household pets, including assistance/therapy animals (each as defined by applicable law) are permitted to be kept on and in the area of the Facility designated on Exhibit A of this Addendum ("Pet Area"), or other areas (designated by Owner) in the building.

2. Clients' service and/or guide animals (as defined by applicable law) are permitted to be kept in the same area of the Facility as the Client.

3. At all times when a client's pet is outside the Pet Area, the pet must be secured by either a leash, or in a carrier or other container and restrained in such a way so as not to cause any damage to people or the Facility. Except for service and/or guide animals, no pet is permitted in any part of the Facility, other than the Pet Area, or other areas designated and approved by Owner.

4. Owner's personnel shall avoid physical contact with any pet and shall enter the Pet Area only accompanied by the Red Cross Representative (identified in the Agreement) or Animal Welfare Organization (AWO) providing care and/or support of the pet.

5. Red Cross agrees that it, acting through the AWO, shall be responsible for sheltering, feeding, maintaining, and overseeing the welfare of the pets in compliance with all applicable laws and regulations, including but not limited to all state law and local ordinances regarding pet ownership and liability.

6. The Parties may execute and deliver this Addendum in counterparts.

7. Except as otherwise set forth in this Addendum, the terms of the Agreement remain in effect.

8. The term of this Addendum shall be coterminous with the term of the Agreement.

The Parties have executed and delivered this Addendum as of the Effective Date.

[Signatures follow on next page]

IN WITNESS WHEREOF, the Parties, acting through their duly authorized officers, have executed this Contract, which shall come into force as of the latest date of the signatures below.

OWNER Spencer-Van Etten CSD	RED CROSS OF WESTERN NEW YORK
Name: Spencer-Van Etten CSD	The American National Red Cross
By: _____ Signature	By: _____ Signature
Print Name: Patrick Patterson	Print Name: Julian Buttitta
Title: Superintendent	Title: Regional Mass Care Manager

Appendix P

SRO Agreement

SRO AGREEMENT

New Agreement Still being Negotiated with Tioga County will post when finalized. Public Hearing Held 7/9/2026.

APPENDIX Q

Incident Command System (ICS) for Schools

Incident Command System (ICS) is a component of the National Incident Management System (NIMS). ICS helps enhance emergency communications and allows multiple agencies to work together effectively during difficult and dangerous circumstances. ICS provides a standardized approach to incident management, regardless of cause, size, location, or complexity. By using ICS during an incident, schools can more effectively work with the responders in their communities. New York State Schools are required to define a chain of command in a manner consistent with ICS (CR 155.17(c)(2)(v).

SCHOOL INCIDENT COMMANDER

- Directs incident for school, staff, students
- Establishes immediate priorities for staff & students
- Works directly with the Emergency Incident Commander (1st Responders)

PRIMARY — **Patrick Patterson**

ALTERNATE — **Designee**

SCHOOL PUBLIC INFORMATION OFFICER

- Liaison between school and public (including media)
- Works to coordinate information to be released

PRIMARY — **Patrick Patterson**

ALTERNATE — **Designee**

SCHOOL LIAISON OFFICER

- Acts as point of contact for school administrators
- Coordinates assisting cooperating agencies

PRIMARY — **Patrick Patterson**

ALTERNATE — **Designee**

SCHOOL SAFETY OFFICER

- Identifies and mitigates hazardous situations for school staff and students
- Monitors safety conditions and develops measures for assuring safety

PRIMARY — **Patrick Patterson**

ALTERNATE — **Designee**

OPERATIONS

- Coordinate student supervision
- Supervises execution of Evacuation Plan
- Maintains close contact with School Incident Commander

Building Principals

PLANNING

- Collects and documents school related data
- Provides current input to School Incident Commander and Operations

District Operations Supervisors

LOGISTICS

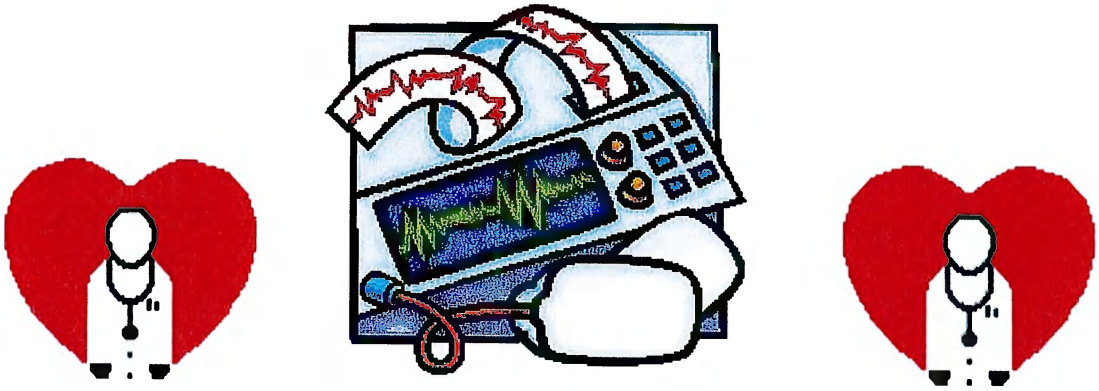
- Coordinates temporary shelter for staff/students
- Provides transportation for staff/students to off-site location or home

District Operations Supervisors

FINANCE

- Manages all financial aspects of an incident

Kris Williamson



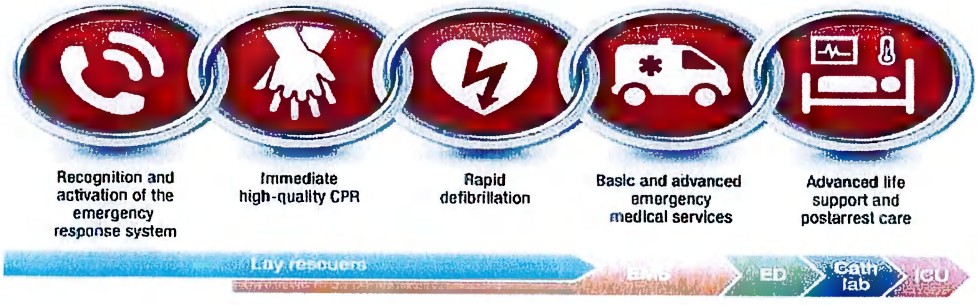
Spencer-Van Etten Central School District

Cardiac Response Emergency Response Plan

Desha's Law

Annex to Districtwide Safety Plan

(AUTOMATED EXTERNAL DEFIBRILLATOR)



Adopted by the Board of Education January 8, 2026 Per Desha's Law

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Spencer-Van Etten Central School District

I. INTRODUCTION

Although Sudden Cardiac Arrest (SCA) and the resulting death occur more commonly in adults, an estimated 5000 children (without symptoms) die suddenly in the United States annually. Approximately 40 children and adolescents (5 to 18 years of age) die annually in New York State from diseases affecting the heart. This contrasts with approximately 20,000 cardiac deaths in adults (21 to 74 years of age) annually in New York State. Current research suggests that the vast majority of sudden cardiac deaths in children and adolescents are directly related to undetected cardiac anomalies.

Cardiac arrest is an abrupt disruption of the heart function causing lack of blood flow to vital organs. Abnormal heart rhythms are the cause of most cardiac arrests. Ventricular fibrillation (V-FIB), a specific type of chaotic heart rhythm, is the most common abnormal rhythm associated with cardiac arrest. The treatment for ventricular fibrillation is defibrillation, shocking the heart into a regular rhythm. Untreated cardiac arrest due to ventricular fibrillation ultimately leads to cardiac death.

The emergency response to cardiac arrest includes early access to emergency medical care, cardiopulmonary resuscitation (CPR), early defibrillation, and early advanced cardiac life support. Today a new generation of defibrillators, called Automated External Defibrillators (AEDs), makes it possible for trained lay rescuers to deliver defibrillation. Nationwide and within our state, the concept of public access defibrillation is growing in popularity.

Sudden cardiac death in children and adolescents is a devastating event that raises anxiety and concerns within the general community. As a result of various lobbying efforts and a collaborative effort between the State Education Department (SED) and the State Department of Health (DOH) legislation was promulgated that required Automated External Defibrillators (AEDs) to be placed in schools.

Effective December 1, 2002, Education Law Section 917 required public schools and BOCES to provide automated external defibrillators in all instructional school facilities for use during *"school-sponsored or school approved curricular or extracurricular events or activities and whenever a school sponsored athletic contest is held"*.

In addition, on July 18, 2002, the Board of Regents approved emergency regulations (8 New York Code of Rules and Regulations Section 136.4) relating to AEDs in public school facilities. The text of Education Law Section 917 and 8NYCRR Section 136.4 is provided in Appendix B of this Plan.

Each automated external defibrillator device shall be approved by the Food and Drug Administration (FDA) for adult use and/or for pediatric use, as appropriate for the population reasonably anticipated to be served by such device and shall be used according to the manufacturer's instructions with attention provided to operating procedures, maintenance and expiration date.

The FDA has approved several AED devices. In addition, the FDA has approved an adaptation to an AED (pediatric electrodes) for use on children under age 8, or less than 55 pounds, that allows the device to deliver a lower dose of electricity. Schools using AEDs should adhere to the State Emergency Medical Advisory Committee (SEMAC) Advisory 02-02, *AED for Pediatric Patients,* dated July 1, 2002. The Regional Emergency Medical Advisory Committee, in its' memo dated July 24, 2003, further advised that adult electrodes can be used on children 1 year of age and older in the absence of a pediatric electrode. The New York State Department of Health, Bureau of Emergency Medical Services, has indicated that PAD training which includes Pediatric CPR/AED, Adult CPR/AED, along with the manufacturer's guidelines on the use of the defibrillator with children under the age of 8, is sufficient to meet the requirements for PAD programs using an FDA approved AED.

In accordance with Public Health Law Sections 3000-a and 3000-b, any public access defibrillation provider, or any employee or other agent of the provider who, in accordance with the provisions of this law, voluntarily and without expectation of monetary compensation renders emergency medical or first aid treatment using an AED "to a person who is unconscious, ill or injured" shall not be liable for damages for injury or death unless caused by gross negligence.

II. DEFINITIONS

A. AUTOMATED EXTERNAL DEFIBRILLATOR (AED) – is a medical device that performs the following tasks: recognizes the presence or absence, in a patient, of ventricular fibrillation (V-FIB) and pulseless ventricular tachycardia (V-TAC); will determine without operator intervention whether defibrillation should be performed on the patient; once determining that defibrillation should be performed, automatically charges and requests delivery of an electrical impulse to the patient's heart; and then, upon action by an operator, delivers an appropriate electrical impulse to the patient's heart to perform defibrillation.

B. CARDIOPULMONARY RESUSCITATION (CPR) – is the procedure through which a patient is determined unresponsive (has no breathing or pulse rhythms), is provided an airway and artificial respiration (mouth-to-mouth breathing), and cardiac circulatory assistance by means of chest compressions (100 compressions per 60 seconds) until responsiveness is once again established, or Automated External Defibrillation begins.

C. DISTRICT AED COORDINATOR – the individual who will oversee both the implementation and maintenance of a CPR-AED program.

D. EMERGENCY HEALTH CARE PROVIDER – a physician with knowledge and experience in the delivery of emergency cardiac care, or a hospital licensed by the Department of Health that provides emergency cardiac care.

E. INSTRUCTIONAL SCHOOL FACILITY – a building or other facility maintained by a school district, a board of cooperative educational services, a county vocational education and extension board or a charter school where instruction is provided to its students.

F. NATIONALLY-RECOGNIZED ORGANIZATION – a national organization approved by the Department of Health for the purpose of training people in the use of an Automated External Defibrillator.

G. PUBLIC ACCESS DEFIBRILLATION (PAD) PROVIDER – a person, firm, organization or other entity possessing or operating an Automated External Defibrillator pursuant to a collaborative agreement as defined in Section 3000-b (1)(c) of Public Health Law.

H. RESPONDER CORE TEAM – are the individuals working in a building or department where they have been trained in the use of CPR and the operation of an Automated External Defibrillator (AED), and who have access to the equipment provided for use in emergency situations requiring an AED. This group of individuals would be responsible for first response to a cardiac arrest event in their building or work area.

I. SCHOOL-SPONSORED or SCHOOL-APPROVED CURRICULAR or EXTRA CURRICULAR EVENTS – are activities or events of an educational organization that are associated with its instructional curriculum or otherwise offered to its students.

J. SCHOOL-SPONSORED ATHLETIC CONTEST – an extra-class intramural athletic activity of instruction, practice and competition for pupils in grades 4 through 12.

K. SCHOOL-SPONSORED COMPETITIVE ATHLETIC EVENT – an extra-class interschool athletic activity of instruction, practice and competition for pupils in grades 7 through 12.

L. SUDDEN CARDIAC ARREST (SCA) – the initiation of an abnormal heart rhythm called "Ventricular Fibrillation" or V-FIB, a chaotic heart rhythm that results in the loss of circulation and oxygen delivery to body tissues.

III. BACKGROUND

State Education Law Section 917 (see Appendix B) requires school districts, BOCES, and other schools to provide and maintain on-site in each instructional facility, at school-sponsored or school-approved curricular and extracurricular events or activities, and at school sponsored athletic contests and competitive athletic events, at least one functional cardiac Automated External Defibrillator (AED) for use during emergencies. The legislation also requires that AEDs be provided and maintained on-site "in quantities and types" deemed by the Commissioner of Education, in consultation with the Commissioner of Health, to be adequate to ensure ready and appropriate access for use during emergencies".

Schools also need to consider the provision of covering competitive athletic events held at a site other than a public-school facility.

Public school facilities and staff who will operate the AED equipment pursuant to Education Law Section 917 are deemed a "Public Access Defibrillation (PAD) Provider" as defined in the Public Health Law Section 3000-b and subject to its provisions. Pursuant to Public Health Law requirements to be authorized to use an AED, schools must:

A. Identify a licensed physician to serve as "Medical Oversight Physician" (District Designated Physician) and establish a Collaborative Agreement (Appendix D) between the District and the Physician.

B. Once the Collaborative Agreement is established the following shall be provided to the Physician:

   1. Copy of AED Program and any revisions
   2. Notification of Incident within 24 hours after an emergency use of AED
   3. Copy of Public Access Defibrillation Program Incident Report (Appendix E) and AED Event Data

C. Select an approved AED training course and a certified training provider to train designated AED responders.

D. Provide written notice to local emergency responders (police, fire, and ambulance) that the district is a PAD provider and a list of the AED service locations within the district.

E. File a copy of the "Notice of Intent to Provide PAD" (DOH 4135) with the Emergency Medical Services Council (EMSCO), along with the signed copy of the Public Access Defibrillation Collaborative Agreement with the Designated Physician. This agreement will be updated every two years in accordance with EMSCO or whenever there is a change in the Superintendent of Schools.

III. BACKGROUND - *continued*

F. If the Designated Physician and/or Superintendent changes, the District must complete a new Collaborative Agreement with the new Physician and file a copy of the Agreement with the EMSCO.

As noted above, in Public Health Law Section 3000-b, school districts are required to have written policies and procedures addressing the use of AEDs; and these policies and procedures should be submitted to the EMSCO.

IV. BOARD POLICY 5682

The District will provide and maintain on-site in each instructional school facility functional cardiac automated external defibrillator (AED) equipment as defined in Public Health Law Section 3000-b for use during emergencies. Each facility will have sufficient AED equipment available to ensure ready and appropriate access for use during emergencies in quantities and types as deemed by the Commissioner of Education, in consultation with the Commissioner of Health. Determination of the quantity and placement of AEDs must be made with consideration of at least the factors described in Commissioner's regulations. An instructional school facility means a building or other facility maintained by the District where instruction is provided to students in accordance with its curriculum.

Whenever an instructional school facility is used for a school sponsored or school-approved curricular or extracurricular event or activity, and whenever a school sponsored athletic contest is held at any location, the public school officials and administrators responsible for the school facility or athletic contest will ensure that AED equipment is provided on-site and that there is present during that event, activity, or contest at least one staff person who is trained in accordance with Public Health Law in the operation and use of an AED. School sponsored or school-approved curricular or extracurricular events or activities mean events or activities of the District that are, respectively, associated with its instructional curriculum or otherwise offered to its students. A school sponsored athletic contest means an extraclass intramural athletic activity of instruction, practice, and competition for students in grades 4 through 12 consistent with Commissioner's regulations.

Where a school sponsored competitive athletic event is held at a site other than a District facility, District officials will ensure that AED equipment is provided on-site by the sponsoring or host district and that at least one staff person who is trained in the operation and use of the AED, in accordance with Public Health Law, is present during the athletic event. A school sponsored competitive athletic event means an extraclass interscholastic athletic activity of instruction, practice, and competition for students in grades 7 through 12 consistent with Commissioner's regulations.

The District will provide proper training requirements for District AED users to ensure the immediate calling of 911 or the community equivalent ambulance dispatch entity whenever the AED is used, to ensure ready identification of the location of the AED units as set forth in the District's Public Access Defibrillation Collaborative Agreement.

The District will provide for regular maintenance and checkout procedures of the AED unit(s) which meet or exceed manufacturer's recommendations. Appropriate documentation will be maintained in accordance with law and/or regulation. Further, the District will participate in the required Quality Improvement Program as determined by the Regional Emergency Medical Services Council.

The District will post a sign or notice at the main entrance to the facility or building in which the AED unit(s) is stored, indicating the exact location where the unit(s) is stored or maintained on a regular basis.

The District or any employee or other agent of the District who, in accordance with the provisions of law, voluntarily and without expectation of monetary compensation, renders emergency medical or first aid treatment using an AED to a person who is unconscious, ill, or injured, will not be liable for damages for injury or death unless caused by gross negligence.

V. PROGRAM OVERSIGHT

Notice of Intent

Periodically the District revised its "Notice of Intent" (DOH form 4135 - see Appendix C) to become a Public Access Defibrillation (PAD) provider with the Regional Emergency Medical Services Council.

Collaborative Agreement – Medical Oversight

Beginning in 2003, and through revisions over the years the Spencer-Van Etten Central School District entered a "Collaborative Agreement" (Appendix D) with Dr. Phyket via Guthrie to provide medical oversight of the District's PAD Program by the terms and conditions set forth by Section 3000-B of Article 30 of the Public Health Law of the State of New York.

The following elements are identified as essential in the planning and support of the District's Public Access Defibrillation (PAD) program:

1. A core emergency response team of trained personnel, including the district nursing staff, coaching staff, and other staff volunteers.
2. A well-defined emergency plan that clearly states all policies and procedures related to the use of an AED.
3. Strategic placement and availability of the AED units.
4. A rapid and effective communication system, especially regarding after-hours activities and events held at remote locations.
5. Initial training, periodic refresher training, and systematic retraining of appropriate staff in CPR, including the use of AEDs.
6. Regular maintenance of the AED units according to the manufacturer's specifications and replacement of batteries and electrodes at the end of their service life.
7. Reporting the use of an AED to the Designated Physician and to the Regional Emergency Medical Services Council.
8. Physician oversight.

Regional Emergency Medical Services Council

The District has filed this "Collaborative Agreement" with the Regional Emergency Medical Services Council.

District AED Coordinator

The Assistant Principal/Athletic Director is the designated District AED Coordinator responsible for all aspects of the PAD Program.

VI. TRAINING

The district has chosen the American Heart Association as its' training curriculum provider for CPR and AED training programs and will use the curriculum whenever possible in providing its' staff with certified training programs and refresher courses.

VII. EQUIPMENT

A. AED Model In Use

The district has chosen the Power Heart G5 as its primary defibrillator for our Public Access Defibrillation Program.

The Power Heart G5 AED is compact, lightweight, portable and battery powered. The Philips On-site AED is designed for simple operation with voice prompts to guide the trained responder. These units are designed to conduct self-tests to determine the state of readiness of system components, battery and electrode connection.

The AED detects and advises defibrillation therapy for a shockable heart rhythm as recommended by the American Heart Association.

B. Locations and Signage

The district has determined that its PAD program will be best facilitated through a strategy of equipment placement at key locations in its instructional and transportation facilities, and the assignment of specific units to the district Athletic Department for use by members of the Department's Coaching Staff. See **Appendix I** for placement locations and equipment assignments.

AED stations within a building will be communicated with highly visible signage.

The placement of the AEDs will be well communicated throughout the district. Trained responders will be informed regarding the use of the equipment in emergency situations, and the importance of maintaining this equipment in a state of readiness.

Vandalism or misuse of the equipment by those who are not authorized (trained) to provide Automated External Defibrillation will not be tolerated. Violators will be subject to discipline according to the district "Code of Conduct".

C. Maintenance and Testing

Building Custodians will visually check the AED(s) in their buildings daily to determine if the AED is in a ready-to-use condition by confirming that the operational indicator is on. The **district's AED Coordinator and/or their designee (Athletic Director)** will be notified if the AED is not in a ready-to-use condition indicator visible or the AED is in alarm mode). The manufacturer's representative must be notified to decide as to that AED's operational capability and the steps necessary to repair or replace the unit. If necessary, alternate AED coverage will be provided.

When a staff member notes any damage or deficiencies involving an AED it should be brought to the attention of the **District's AED Coordinator and/or designee** immediately.

The **District's AED Coordinator** will arrange routine AED pad and battery replacement with the Purchasing Agent.

To obtain warranty service for a Power Heart G5 the District AED Coordinator must call the Cardiac Science toll free phone number: 800-422-8129, www.heartsmart.com which is attended seven days a week, 24 hours a day. Technical service representatives will attempt to resolve issues over the telephone. If necessary, Cardiac Science Systems will arrange for service or a replacement of their product.

AED's perform the following automated self-checks:

1. Daily – Electrodes, battery and electrical circuitry
2. Monthly –Delivery system charged to full energy and discharged
3. Status Indicator – Status indicator and audible alarms notify user if the system fails self-testing and is not "Rescue Ready"

D. Supplementary Equipment

Supplementary equipment will include an AED Ready Kit with disposable razor, gloves, scissors, towels, gauze, and a one-way filter mask with user instructions. Additional sets of the disposable, non-polarized (interchangeable for body placement), pre-gelled, self-adhesive electrodes are also included in the carrying case.

VIII. PROTOCOLS

A. Procedures for Use of an AED

Protocols for using an AED are detailed in Appendix A, "Defibrillation Procedure."

Each building is to maintain a list of personnel authorized to use the AED. These staff members will have current certification in CPR and the use of the AED from a recognized training agency. The staff members shall provide the district with a copy of their current certification.

The trained and certified personnel present in the building shall constitute the Responder Core Team. If a greater number of staff respond to an emergency incident than are needed, the **Building Nurse, or in his/her absence, the Building Administrator** shall direct emergency response at the scene until 911 responders arrive.

In the event of an emergency during a school-sponsored athletic contest, or school-sponsored competitive athletic event, the Coach of the host (home) team shall direct emergency response at the scene until 911 responders arrive.

In a medical emergency involving Sudden Cardiac Arrest (SCA) in a school building or on school grounds during regular school hours, the Main Office in that building is to be notified. **911 is to be called immediately**, the School Nurse is to be summoned, and an announcement is to be made over the building Public Address System that there is a possible Sudden Cardiac Arrest (SCA) and the location of the emergency should be stated.

VIII. PROTOCOLS - *continued*

B. Pediatric AED Use

Although the incidence of ventricular fibrillation in children is far less than that of adults, the outcome for ventricular fibrillation is much better than for other non-perfusing rhythms and is improved with early defibrillation. Strategies for treatment of pediatric arrest should focus on shortening the intervals from collapse to response and to defibrillation.

The Food and Drug Administration (FDA) has approved specially designed electrodes that reduce the amount of energy delivered for pediatric victims less than 8 years of age and/or weighing less than 55 pounds. Pediatric electrodes are available for the AEDs for use within the district. Units located throughout the district are equipped with both adult and pediatric electrodes. Therefore, defibrillation should not be withheld during events involving pediatric victims.

The district will attempt to provide defibrillation to children suffering ventricular fibrillation as part of its PAD Program in the timeliest fashion possible. The district will follow the State Emergency Medical Advisory Committee's (SEMAC) recommendations that PAD Programs include the use of AEDs for pediatric patients as follows:

1. Use only equipment that has been FDA-approved for pediatric use.

2. Use approved AEDs according to the manufacturer's instructions, with due attention to operating procedures, maintenance and expiration dates.

3. Have a training program that includes:

   - specific orientation to pediatric defibrillation, including pediatric AED electrodes, with particular attention to indication of "no signs of circulation" and sudden collapse;
   - the continued importance of initial respiratory/airway management;
   - training in pediatric basic CPR.

4. Have a Quality Assurance/Improvement Program that requires the collection of data on all pediatric AED use and a mechanism of sharing that data on a regular basis with the EMAC and the SEMAC. At a minimum the data should include age of patient, device used, condition of patient when applied, outcome of patient and any adverse events noted (equipment failure, burns under pads, etc.).

VIII. PROTOCOLS - *continued*

C. Practice Protocols

Experience has shown that emergency responders may never encounter a victim in cardiac arrest or that the frequency of these encounters may be very low especially if the responder is not attached to an Emergency Medical Service Unit taking emergency calls daily. Lay rescuers may use an AED only once in a lifetime. Therefore, it is important to review AED skills on a regular basis.

The district has established a requirement for the periodic review of AED skills. Review sessions will be used to discuss AED operation and maintenance, review AED protocols and practice these protocols, critique recent cases, and evaluate responder skills.

The district has access to at least one (1) AED training unit for the purpose of AED refresher training classes. Training units do not actually deliver a shock and are designed to instruct students on basis rescue skills and the correct defibrillation procedure, providing interactive, simulated rescues to train students as first responders during a sudden cardiac arrest.

IX. PERSONNEL

The district will maintain a list of personnel authorized to use an AED - **(Appendix H)**. These staff members will have current certification in the use of the AED from the American Heart Association or another training curriculum that is approved by the Department of Health and authorized by the New York State Education Department. The staff members shall provide the district with a copy of their current certification. Training in the use of an AED by staff will be voluntary except in the case of school nursing and coaching staff.

The use of an AED in accordance with the training received and approved protocols should be considered within the scope of the employment of the staff member. Any staff member who has been trained in the use of an AED must participate in retraining as required by the certifying agency.

X. PUBLIC ACCESS DEFIBRILLATION (PAD) PROGRAM PROMOTION

Once the PAD program has been established it is important to ensure that District staff, students, and visitors are made aware of its existence. Also, that they know how to alert the trained rescuers in the event of a cardiac emergency.

The PAD program information should be communicated at the building-level and throughout the District. This allows the AED to be demonstrated, the program to be explained and emergency actions to be reviewed. These sessions can also be an important tool for use in gaining additional staff volunteers for AED training if that is desirable. District publications should include articles about the program and emphasize the commitment the District is making. Additionally this plan is an Appendix of the larger Districtwide Safety Plan.

XI. EMERGENCY PLAN

A. Sudden Cardiac Arrest Protocol

Appendix A; "Defibrillation Procedure", has been added to the districts consolidated S.A.V.E and emergency management plan (EMP) under the hazard specific emergency section.

XII. QUALITY IMPROVEMENT

A. Periodic Review of Skills

The District will provide and maintain AED training to staff members in sufficient numbers as to facilitate adequate emergency coverage during school-sponsored or school-approved curricular or extracurricular events, and these trained staff members shall be authorized by the District to use the AED equipment available when needed.

The District has established a requirement for the periodic review of AED skills. Review sessions will be used to discuss AED operation and maintenance, review AED protocols and practice these protocols, critique recent examples of AED use (possibly in and outside the District), and evaluate responder skills. An optional AED Skill Assessment form is provided in Appendix G.

B. Review of Incident (Use) Reports

The **District's AED Coordinator** will send copies of all PAD Program Incident Reports (Appendix D) to the **District's Designated Physician and to the Regional EMSCO** as soon as possible after the use of an AED. The District's Designated Physician will review all PAD Incident Reports and AED Data, and provide feedback to the District's responders regarding program Quality Improvement issues or actions.

C. Equipment Inspection / Readiness Inventory (Appendix F)

Automated External Defibrillators will be inspected on a daily basis by the maintenance department. The **District's AED Coordinator and/or designee** will act as the point of contact person with the manufacturer for required warranty and repair/maintenance work.

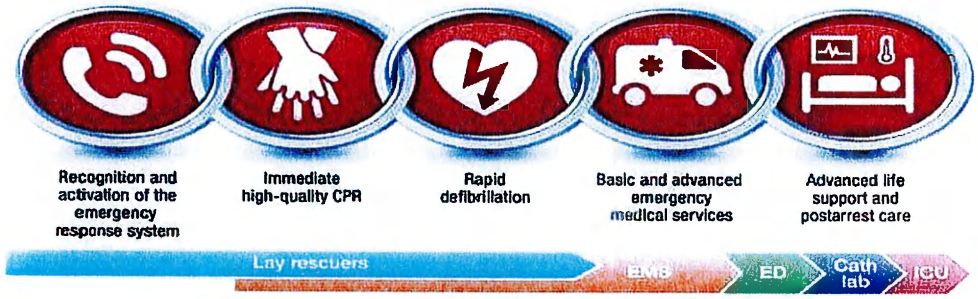
The **District AED Coordinator** is responsible for maintaining the availability of AEDs throughout the District as required. The attached AED Inspection Readiness Inventory (Appendix F) is an optional form that can be used to document equipment surveillance.

APPENDIX A

DEFIBRILLATION PROCEDURE

In a medical emergency involving Sudden Cardiac Arrest (SCA) in a school building or on school grounds during regular school hours, the **Main Office** in that building is to be notified. ***911 is to be called immediately*** and the **School Nurse** is to be summoned.

Members of the Responder Core Team should assess the patient and if necessary, begin CPR. The School Nurse shall bring the AED to the scene of the Sudden Cardiac Arrest (SCA), or another member of the Responder Core Team shall retrieve the nearest AED. Below is the current chain of survival recognized the American Red Cross.



The following is the protocol for use of an AED:

1. **Immediately Upon Arrival, Check the Scene for Safety, Then Verify Responsiveness:**

   - Is the victim unconscious/unresponsive
   - If no response, call or have someone call 911
   - Establish an airway and verify that there is no breathing
   - If no breathing, chest compressions and if comfortable deliver two (2) rescue breaths
   - Verify that there is no circulation

2. **After Verification of Sudden Cardiac Arrest:**

   - Move patient if lying in water, on a metal surface or near a metal object
   - Perform CPR if there is a delay in obtaining or using the AED
   - When the AED arrives turn it **ON** and follow vocalized instructions
   - Bare and prepare the victim's chest (remove clothing, remove excess chest hair and dry the chest if wet)
   - Check for medication pads and remove if found
   - Apply correct defibrillation pads for patient's age/weight, and place as per diagram on AED or pads. A second rescuer should continue to provide CPR until the AED pads are attached to the victim and the AED is ready to begin heart rhythm analysis.
   - Cease CPR

3. **Allow AED to Analyze the Victim's Heart Rhythm – if Shock Advised:**

- Clear patient verbally and visually prior to delivering a shock
  This is extremely important for the safety of the Responder Core Team
- Deliver a shock when prompted by pushing the AED "***Shock***" button
- Defibrillate as directed by the AED voice prompts
- Check for signs of circulation – if none, perform CPR for two (2) minutes; continue until additional voice prompt is given by the AED or EMS arrives
- When EMS arrives, advise the Responders regarding actions taken and patient status, and turn patient over to **911 response personnel**.

4. **If No Shock Is Advised:**

- Check for signs of circulation – if none, perform CPR until the AED reanalyzes; if signs of circulation are present, assess vital signs, support airway and breathing until EMS arrives
- Continue until AED prompts, "do not touch patient…" follow AED instructions, or until EMS arrives

5. **AED Post-Use Procedure:**

- The District AED Coordinator will do the following after any AED use incident:

  a. Notify the District's Designated Physician – **Dr. Donald E. Phykitt**
  b. Gather all necessary information to ensure proper completion of the PAD Program Incident Report (Appendix E)
  c. Complete the PAD Incident Report and maintain a copy for District records
  d. Send copy of PAD Incident Report to the District's Designated Physician and to the (Regional) EMSCO as soon as possible after the use of an AED.
  e. Restock electrode pads, batteries, razors, and gloves. Inspect all supplies for any damage, expiration dates and required replacement
  f. Inspect the AED exterior and connectors for dirt or contamination. Clean the AED
  g. Notify Responder Crisis Team the AED is back in service.

The most important thing to remember when using an AED is to confirm that the victim is unresponsive and has not signs of circulation. Whenever these circumstances exist, the responder has confirmed cardiac arrest and the AED must be attached to the victim, turned **ON**, allowed to do an analysis, and the balance of the steps will be prompted for the responder by the AED.

APPENDIX B

EDUCATION LAW 917
&
EDUCATION COMMISSIONER'S REGULATIONS

THE PEOPLE OF THE STATE OF NEW YORK, REPRESENTED IN SENATE AND ASSEMBLY, DO ENACT AS FOLLOWS:

Section 917

S 1. On-site cardiac Automated External Defibrillator.

1. Schools districts, boards of cooperative educational services, county vocational education and extension boards and charter schools shall provide and maintain on-site in each instructional school facility Automated External Defibrillator (AED) equipment, as defined in paragraph (a) of subdivision one of section three thousand-b of the public health law, in quantities and types deemed by the commissioner in consultation with the commissioner of health to be adequate to ensure ready AND APPROPRIATE access for use during emergencies.

2. Whenever public school facilities pursuant to subdivision one of this section are used for school-sponsored or school-approved curricular or extracurricular events or activities and whenever a school-sponsored athletic contest is held at any location, the public school officials and administrators responsible for such school facility of athletic contest shall ensure the presence of at least one staff person who is trained, pursuant to paragraph (a) of subdivision three of section three thousand-b of the public health law, in the operation and use of an AED. Where a school-sponsored competitive athletic event is held at a site other than a public school facility, the public school officials shall assure that Automated External Defibrillator equipment is provided on site.

3. Public school facilities and staff pursuant to subdivisions one and two of this section shall be deemed a "Public Access Defibrillation Provider" as defined in paragraph (c) of subdivision one of section three thousand-b of the public health law and shall be subject to the requirements and limitations of such section.

4. Pursuant to section three thousand-a and three thousand-b of the public health law, any Public Access Defibrillation Provider, or any employee or other agent of the provider who, in accordance with the provisions of this section, voluntarily and without expectation of monetary compensation renders emergency medical or first aid treatment using an AED which has been made available pursuant to this section, to a person who is unconscious, ill or injured, shall be liable only pursuant to section three thousand-a of the public health law.

S 2. This act shall take effect SEPTEMBER 1, 2002.

S 3. This act shall take effect immediately; provided, however, that section one of this act shall take effect on the same date as a chapter of the laws of 2002 amending the education law, relating to requiring certain public school facilities to retain on premises at least one functional cardiac Automated External Defibrillator, as proposed in legislative bill number A. 8779-A takes effect.

APPENDIX B (cont'd)

AMENDMENT TO THE REGULATIONS OF THE COMMISSIONER OF EDUATION

Pursuant to Education Law Sections 207 and 917 and Chapters 60 and 61 of the Laws of 2002
Section 136.4 of the Regulations of the Commissioner of Education is added, as follows:

136.4 On-site cardiac Automated External Defibrillators.

(a) Definitions as used in this section:
- (1) Automated External Defibrillator means a device as defined in Public Health Law;
- (2) instructional school facility means a building or other facility maintained by a school district, a board of cooperative educational services, a county vocational education and extension board or a charter school where instruction is provided to students pursuant to its curriculum;
- (3) school-sponsored or school-approved curricular or extracurricular events or activities means events or activities of a school district, a board of cooperative educational services, a county vocational education and extension board or a charter school that are, respectively, associated with its instructional curriculum or otherwise offered to its students;
- (4) school-sponsored athletic contest means an extra class intramural athletic activity of instruction, practice and competition for pupils in grades 4 through 12 consistent with section 135.4 of this Title;
- (5) school-sponsored competitive athletic event means an extra class interschool athletic activity of instruction, practice and competition for pupils in grades 7 through 12 consistent with section 135.4 of this Title;

(b) Each school district, board of cooperative educational services, county vocational education and extension board and charter school shall provide and maintain on-site in each instructional school facility functional cardiac Automated External Defibrillator equipment for use during emergencies.
Each such facility shall have sufficient automated external defibrillator equipment available to ensure ready and appropriate access for use during emergencies. In determining the quantity and placement of Automated External Defibrillators, consideration shall be given to:
- (1) the number of students, staff and other individuals that are customarily or reasonably anticipated to be within such facility; and
- (2) the physical layout of the facility, including but not limited to:
  - (i) locations of stairways and elevators;
  - (ii) number of floors in the facility;
  - (iii) location of classrooms and other areas of the facility where large congregations of individuals may occur; and
  - (iv) any other unique design features of the facility.

(c) Whenever an instructional school facility is used for a school-sponsored or school-approved curricular or extracurricular event or activity, the public school officials and administrators responsible for such facility shall ensure the presence of at least one staff person who is trained, pursuant to Public Health Law section 3000-b(3)(a), in the operation and use of an Automated External Defibrillator.

(d) During any school-sponsored athletic contest or school-sponsored competitive athletic event held at any location, public school officials and administrators responsible for such contest or event shall ensure that Automated External Defibrillator equipment is provided on-site and that at least one staff person who is trained, pursuant to Public Health Law section 3000-b(3)(a), in its use is present during such contest or event.

(e) Each Automated External Defibrillator device shall be approved by the Food and Drug Administration for adult use and/or for pediatric use, as appropriate for the population reasonably anticipated to be served by such device, and shall be used according to the manufacturer's instructions with due attention provided to operating procedures, maintenance and expiration date.

APPENDIX B (cont'd)

PUBLIC HEALTH REQUIREMENTS

NEW YORK STATE PUBLIC HEALTH LAW (3000-b)

The following information reflects the requirements, which must be met by all school districts under Education Law Section 917 requiring that all districts become Public Access Defibrillation Providers.

- Provide specific notification on intent to the local Regional Emergency Medical Services Council and the Department of Health (DOH).

- Identify a physician or hospital knowledgeable and experienced in emergency cardiac care to serve as "Emergency Health Care Provider (EHCP)" and participate in a collaborative agreement with the district.

- Select an approved training course for designated AED users.

- Develop a written Collaborative Agreement with the EHCP, which shall include at least the following:

  * written practice protocols for use of the AED

  * written policies and procedures which:

    - Provide training requirements for AED users,
    - Ensure immediate calling of 911,
    - Ensure ready identification of the location of the AED units,
    - Provide for regular maintenance and checkout procedures of the AED units(s) which meet or exceed manufacturer's recommendations,
    - Detail documentation requirements, and
    - Define participation in a regionally approved quality improvement program.

- Provide written notice to 911 and/or the community equivalent ambulance dispatch entity of the availability of AED service at the organization's location.

- File a copy of the "**Notice of Intent to Provide PAD" (DOH Form 4135)** with the Regional Emergency Medical Services Council (REMSCO) in the area, along with a signed copy of the Collaborative Agreement with the EHCP.

- File a new Collaborative Agreement with the REMSCO if the EHCP changes.

APPENDIX C

NEW YORK STATE DEPARTMENT OF HEALTH
Bureau of Emergency Medical Services and Trauma Services

Notice of Intent to Provide Public Access Defibrillation

Entity Providing PAD Original Notification ☐ Update ☑

Spencer-Van Etten Central School District Name of Organization	N/A Agency Code	(607) 589-7100 Telephone Number
Patrick Patterson Name of Primary Contact Person		papatterson@svecsd.org E-Mail Address
Address 16 Dartts Cross Road City Spencer State NY Zip 14883		( ) Fax Number

Type of Entity (please check the appropriate boxes)

	Ambulance		Restaurant		Private School
	Business		Fire Department/District		College/University
	Construction Company		Police Department		Physician's Office
	Health Club/Gym		Local Municipal Government		Dental Office or Clinic
	Recreational Facility		County Government		Adult Care Facility
	Industrial Setting		State Government		Mental Health Office or Clinic
	Retail Setting		Public Utilities		Other Medical Facility (specify)
	Transportation Hub	✓	Public School K – 12		Other (specify)

PAD Training Program CPR AED training program must meet or exceed current ECC Standards.

American Heart Association

Automated External Defibrillator

Cardiac Science Manufacturer of AED Unit	G3/G5	Is the AED Pediatric Capable? ☑ Yes ☐ No	102 Number of Trained PAD Providers	15 Number of AEDs

Emergency Health Care Provider

Dr. Donald Phykitt Name of Emergency Health Care Provider (Hospital or Physician)	205144 Physician NYS License Number	(570) 887-2239 Telephone Number
Address 1 Guthrie Square Sayre PA 18840 City State Zip		(570) 887-3285 Fax Number

Name of Ambulance Service and 911 Dispatch Center

Spencer EMS Patrick George Name of Ambulance Service and Contact Person	(607) 589-6435 Telephone Number
Chemung County 911 Doug Houper Name of 911 Dispatch Center and Contact Person	Chemung County

Authorization Names and Signatures

Patrick Patterson CEO or Designee (Please print)	Signature	10/1/2025 Date
Donald E Phykitt, DO Physician or Hospital Representative (Please print)	Signature	10/2/2025 Date

DOH-4135 7/16 *Send completed form and Collaborative Agreement to the REMSCO in your area.*

APPENDIX D

EMERGENCY MEDICAL SERVICES COUNCIL
Collaborative Agreement
Between Public Access Defibrillation Provider and Designated Physician for the Provision of AED in

I, Patrick Patterson, Superintendent of the Spencer-Van Etten Central School District, Public Access Defibrillation (PAD) Provider and I, Dr.Donald H. Phykett Physician, Spencer-Van Etten Central School District,, agree to abide by the following terms and conditions set forth by Section 3000-B of Article 30 of the Public Health Law of the State of New York for the provision of Automated External Defibrillation (AED) by the PAD Provider.

1. The PAD Provider and trained AED responder(s) shall operate under the appropriate protocols for use of an AED as promulgated for the New York State Department of Health New York Medical Services Council and the Regional Emergency Medical Advisory Committee (REMAC).

2. The PAD Provider shall ensure that all persons designated to operate an AED successfully complete an AED training course which has been approved by the New York State Department of Health or the New York State Emergency Medical Services Council.

3. Prior to operation of an AED, the PAD Provider shall notify the Central New York Regional Emergency Medical Services Council of the existence, location, quantity and type of all mobile and stationary AED's on the premises of the PAD Provider.

4. The PAD Provider shall comply with Section 3000-B of the Public Health Law of the State of New York.

5. The PAD Provider shall ensure that an ambulance service is immediately called.

6. The PAD Provider shall ensure that the Designated Physician is notified **within 24 hours** of each use of an AED.

7. The PAD Provider shall ensure that all AED's are maintained and tested according to manufacturer and/or government standards.

8. The responsibilities of the Designated Physician shall include, but are not limited to the following:

- Participating in the New York Regional EMS Council/REMAC Quality Assurance Program via reporting to the EMS Council **immediately after** each use of an AED. Minimum required information to be reported shall include the name of the PAD Provider, date and time of incident, patient age and sex, estimated time of arrest to first AED shock, estimated time of arrest to CPR, number of shocks administered to the patient, name of transporting ambulance service and patient outcome at incident site; and

- Monitoring the quality of patient care provided by the PAD Provider.

9. If the Designated Physician changes, a new Collaborative Agreement shall be filed within five business days. Additionally, if the Designated Physician resigns, s/he shall immediately notify the Regional EMS Council in writing and a new updated Collaborative Agreement filed with EMS.

Patrick Patterson Date 10/018/2025
PAD Provider Designee Signature

Donald E. Phykitt, MD Date 10/01/2025
Designated Physician's Signature

Appendix E

LOCATION:

LIST OF SCHOOL BUILDINGS

Exact Location: Date: Time:

Reported by: Telephone #:

What was patient doing?

PATIENT INFORMATION: Name: Age:

Home Address: Date of Birth: Sex: M / F

Home Telephone:

PRESENTING PROBLEM: (if more than one circle primary)

Airway Compromise	Unconscious/Unresponsive	Stroke/CVA	Trauma
Respiratory Arrest/Distress	Bleeding/Hemorrhage	Seizure	Shock
Substance Abuse (Potential)	Cardiac Related (Potential)	Head Injury	Burns
Poisoning (Accidental)	Allergic Reaction	Cardiac Arrest	Drowning
Suicide Attempt	Difficulty Breathing	Electrocution	

Other:

Estimated Time from Arrest to 1st AED Shock: Minutes Unknown

Estimated Time from Arrest to CPR: Minutes Unknown

CPR Initiated by: Bystander Staff Other # of Shocks Given

SCHOOL DISTRICT RESPONDERS:

AED: CPR: Other:

	Time:	By Whom:
1. Notified EMS/Police/Fire (911)		
2. Notified Main Office		
3. Notified District AED Coord.		

Comments:

TRANSPORTATION SERVICE:

Ambulance Service: Unit #:

Name of Hospital:

PATIENT OUTCOME:

Regained Pulse Became Responsive

No Pulse Unresponsive

Other:

After this form is used a copy shall be shared with the district doctor and the Regional the Regional EMS Council

APPENDIX F – Optional Form

AUTOMATED EXTERNAL DEFIBRILLATOR INSPECTION READINESS INVENTORY

Device Location:_____ **Unit Number:**_____

DATE **TIME** **Inventory Items** Routine/Post Use												
Office Notified Before Opening												
Storage Cabinet Intact												
Wall Unit-Alarm Activates Upon Opening												
AED Exterior Intact												
Battery Installed and Functional												
Spare Battery Available												
Data Card Installed												
AED Self Test is Operational												
AED User Guide is Available												
CPR Guide is Available												
Two Sets of Electrodes are Available												
Incident Report Forms are Available												
Mouth Barrier Device												
Disposable Razor Blades												
Non-Latex Gloves												
Gauze Pads or Towel												
Security Alarm Reset												
Office Notified the Unit is In Service												
Initials of Inspector												

Corrective Action Required and

Date	Details	**Initials**

APPENDIX G - Optional Form
AED SKILL ASSESSMENT

Goals: The Candidate will demonstrate proficiency using an Automated External Defibrillator and exhibit familiarity and comprehension of the Public Access Defibrillation Protocols.

Candidate Name: _____ Position: _____

Date of CPR / AED Training: _____ _____

Building Coverage: _____ _____ _____

SKILL REVIEW

Step (Skill)	Points	Preceptor: Score	Date	Preceptor: Score	Date	Preceptor: Score	Date	Preceptor: Score	Date
1. **Determination of scene safety.**	1*								
2. **Dons appropriate PPE.**	1*								
3. **Confirms unresponsiveness and lack of circulation / pulse, initiates CPR.**	1*								
4. **Activates EMS system.**	1*								
5. **Prepares equipment and exposes patient's chest.**	1*								
6. **Turns on defibrillator.**	1*								
7. **Attaches cables & positions pads appropriately.**	1								
8. **Ensures that no CPR is being performed while AED analyzes.**	1								
9. **Confirms no circulation / pulse.**	1								
10. **Instructs all to <u>stand clear</u> and <u>clears</u> himself.**	1*								
11. **Rechecks for circulation / pulse after defibrillation.**	1*								
12. **Ensures that no CPR is being performed while the AED analyzes.**	1								
13. **Confirms no circulation / pulse.**	1								
14. **Instructs all to <u>stand clear</u> and <u>clears</u> himself as indicated by AED.**	1*								
15. **Rechecks for circulation / pulse after the defibrillation.**	1								
16. **Ensures tbat no CPR is being done while the AED analyzes.**	1								
17. **Begins CPR when the AED indicates.**	1								
TOTAL POINTS **	17								

*** Failure to perform this step is a critical failure and requires the candidate to repeat the skill assessment station.**

**** 17 points are required for a satisfactory rating. Failure to attain at least 17 points will require the candidate to repeat the skill assessment station.**

APPENDIX H

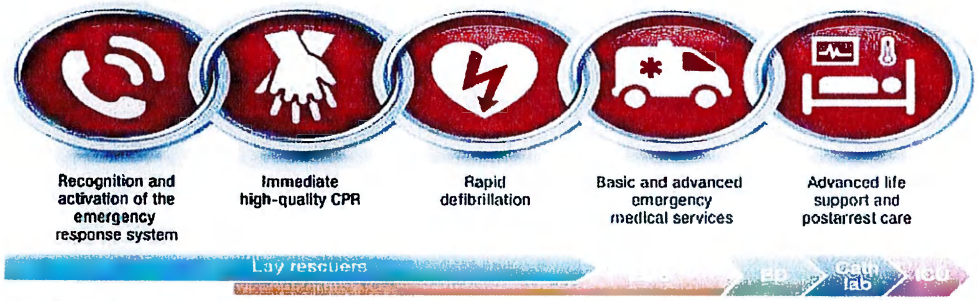
AED LOCATIONS AND ASSIGNMENTS and ELECTRODE STATUS

Locations	Manufacturer & Model	Serial Number	Electrodes	Pediatric Electrodes	Battery Install Date	
Bus Garage Maintenance Shop	Powerheart G5	D00000318639	26-May		23-Nov	
Elementary School Cafeteria	Powerheart G5	D00000318669	26-May		24-Feb	
Elementary School Gym Hallway	Powerheart G3	6021551	27-Jun		24-Jan	
Elementary Nurse	Powerheart G5	D00000318676	26-May		24-Feb	
Middle School Cafeteria	Powerheart G5	D00000318609	26-May		24-Feb	
Middle School Gym Lobby	Powerheart G3	6021548	27-Jun		24-Jan	
Middle School Nurse	Powerheart G3	4499388	25-Aug		23-Feb	
High School Cafeteria	Powerheart G5	D00000318644	26-May		24-Feb	
High School Gym Lobby	Powerheart G3	6021389	27-Jun		24-Jan	
High School Auditorium Lobby	Powerheart G5	D00000318683	26-May		23-Nov	
High School Nurse	Powerheart G5	D00000318839	26-Jun		23-Nov	
Athletics	Powerheart G3	4495512	27-Jun		21-Nov	Due to replace battery
Athletics	Powerheart G3	4438484	27-Jul		22-Feb	Due to replace battery
Athletics	Powerheart G3	4256213	27-Jul		23-Feb	
Athletics	Powerheart G3	4255076	27-Jul		NONE	Due to replace battery
Athletics	Zoll AED Plus	X24B791942	29-Mar			
Athletics	Zoll AED Plus	X24B791993	29-Mar			
Atheltics	Zoll AED Plus	X24B791924	29-Mar			
Athletics	Zoll AED Plus	X24B792117	29-Mar			

APPENDIX I

Heartsaver CPR/AED

1. **Welcome** – review forms, sign in sheet
2. **Life is Why**
3. **Your role**
    a. Recognize that an emergency exists
    b. Make sure the scene is safe for you and the ill or injured person
    c. Phone 9-1-1
    d. Provide care until someone with more advanced training arrives and takes over
    e. Early recognition and CPR are crucial for survival from cardiac arrest. By learning high quality CPR, you'll have the knowledge and skills that my help save a life
4. **At the end of this course you will be able to**
    a. Describe how high quality CPR improves survival
    b. Explain the concepts of the chain of survival
    c. Recognize when someone needs CPR
    d. Perform high quality CPR for an adult and child
    e. Describe how to perform CPR with the help from others
    f. Give effective breaths by using mouth to mouth
    g. How to use an AED
    h. How to perform the Heimlich maneuver on a choking adult or child
5. **Chain of Survival**



6. **What to do**:
    a. Make sure the scene is safe (examples of unsafe scene)
    b. Tap and shout - check for responsiveness
    c. Shout for help, Phone 9-1-1- get an AED
        i. put cell phone on speaker mode if by yourself
        ii. If someone comes to help and no cell phone available send them to call 9-1-1 and get an AED
        iii. If alone and no cell phone - leave the person and phone 9-1-1 and get an AED
    d. Check for normal breathing
        i. If unresponsive and not breathing normally and is only gasping, begin CPR
        ii. Make sure person is lying on his back on a firm, flat surface
    e. If you think someone needs CPR but you aren't sure, provide CPR because you may save a life. It is better to give CPR to someone who doesn't need it than not to give it to someone who does not need it

7. **Provide Compressions**
    a. Push fast and hard in the center of the chest - at least 2" for an adult and child at a rate of 100-120 times per minutes – count the compressions out loud
    b. Let the chest come back up to its normal position after each compression
    c. Try not to interrupt compressions more than 10 seconds, even when you give breaths
    d. Make sure the chest is free of clothing
    e. Performing chest compressions is hard work. The more tired you become, the less effective your compressions will be. If someone else knows CPR, take turns providing compressions every 2 minutes or sooner if you get tired.
        i. Give 30 compressions, then 2 breaths. Breaths need to make the chest rise visibly. When you see the chest rise, you know you have delivered an effective breath.
        ii. Open the airway - put 1 hand on the forehead and the fingers of your other hand on the bony part of the chin, Tilt the head back and lift the chin
8. **Give Breaths**: Take a normal breath, pinch the nose closed, cover the person's mouth with your mouth. Give 2 breaths – 1 second for each breath – watch for the chest to rise as you give the breaths
9. **Using an AED**
    a. Turn it on, you will hear prompts which will tell you what to do.
    b. Always use adult pads on adults, use pediatric pads on children less than 8 years old or infants. If pediatric pads unavailable use adult pads on children and infants
    c. Apply pads to bare chest, following the pictures on the pads
        i. Loudly sate "Clear" and make sure that no one is touching the person
        ii. Push the "shock" button, immediately resume CPR
        iii. If victim has hair on his chest that may prevent pads from sticking, quickly shave the area OR remove the hair by using a second set of AED pads – apply pads, press down firmly then forcefully rip them off, reapply a new set of pads to the bare skin
        iv. If victim is in water, quickly move to a dry area, dry the chest and apply pads
        v. If victim has an implanted defibrillator, do not put the AED directly over the implanted device
        vi. If victim has a medicine patch where you need to place an AED pad, use protective gloves, remove the medicated patch, wipe the area clean then attach the AED pads
10. **Choking in an Adult or Child**
    a. If someone can talk, make sounds or is coughing loudly, stand by and let them cough, if you are worried about their breathing call 9-1-1
        i. If someone cannot breathe, talk or make sounds or is making the "choking sign", act quickly!
            1. Ask them if they are choking, If they nod yes, tell them you are going to help

2. Stand firmly or kneel behind the person – wrap your arms around their waist so that your fists are in front
3. Make a fist with 1 hand, put the thumb side of your fist slightly above the belly button and well below the breastbone, grasp the fist with your other hand and give quick upward thrusts into the abdomen
4. Give thrusts until the object is forced out and the person can breathe or until they become unresponsive
5. If person becomes unresponsive, shout for help, call 9-1-1 and get the AED, begin CPR, starting with compressions, when you open the mouth to give breaths, look for the object – if you see it, remove it, **do not** perform a blind finger sweep!
6. If you cannot wrap your arms fully around the waist, give thrusts on the center of the chest (chest thrusts) instead of on the abdomen
    a. Put your arms under the armpits and your hands on the lower half of the breastbone, pull straight back to give chest thrusts
7. Any person who has received abdominal thrusts for choking should see a healthcare provider as soon as possible

SVE High School	Medical Response Team 1	TITLE	Medical Response Team 2
MED	Teri Vallely, Nurse	Nurse	Laurie Cooper, CPR
ADM	Beth Ruocco, AD	AD/assistance princ.	Janine Clearwater, CPR
MED/ADM	Tyler Lloyd, Assist AD, Coach	ASSIST AD	Denise Presher, CPR
ADM	Mike Montero, SRO	SRO	Alonzo Toby, CPR
ADM	Patrick Patterson	Superintendent	Denise Rider, CPR
ADM	Brad Countermine, Principal	Principal	Marlynda Smith, CPR
MED	Lindsay Cole, PE, Coach	PE/Coach	Melissa VanAtta, CPR
MED	Ryan Homes, PE, Coach	PE/Coach	Karen Smith, CPR
MED	Erika Brown, Coach	PE/Coach	
MED	Justin Cole, Coach	coach	
CUSTODIAN	Cody Clark, Custodian	Custodian	
CUSTODIAN	Ryan Nelson, Maintenance, Coach	Maintenance	
CUSTODIAN	Dakota Decker, Custodian	Custodian	
MED	Terry Dhuy, Coach	Coach	
CUSTODIAN	Joe Evans-custodian	custodian 3-11pm	
CUSTODIAN	Rick Carling-Custodian	custodian	
ADM	Deb Eichholtz, Adm	Adm	
MED	Gail Hall, District Nurse/Trainer	District	
MED	Sandy Holmes, Coach	Coach	
MED	Jeremy Kastenhuber, Coach	Coach	
ADM	Tina Lampila, ADM	ADM	
CUSTODIAN	LuAnn Montgomery custodian	custodian 3-11pm	
CUSTODIAN	Teresa Price, custodian	custodian 3-11pm	
MED	Melissa Stone, Coach	Coach/Secretary	

SVE Bus Garage			
Trained in CPR			Belanger, Brian, CPR Butler, Jackie, CPR/FA Cater, Donna, CPR/FA Corcoran, David, CPR/FA Kunzman, Dan, CPR Manwaring, Jacki, CPR/FA Manwaring, Vince, CPR/FA Mead, Robert, CPR/FA Merrinen, Kathy, CPR/FA Smith, Amanda, CPR/FA Twarz, Lloyd, CPR/FA Windnagle, Carol, CPR Woodcock, Linda, CPR Zimmer, Connie, CPR

SVE Middle School	Medical Response Team 1	TITLE	Medical Response Team 2

MED	Donna Gulde, Nurse	Nurse	Dana Alison, CPR/FA
CUSTODIAN	Elwood Wright, Custodian	Custodian	Brenda Anderson, CPR
ADM	Patricia Stauring, Principal	Principal	Dana Bennett, CPR
MED	Robbie Swartout, Coach	Coach	Jessica Campolito, CPR
MED	Chris Dodd, Coach	Coach	Jacob Cornwell, CPR/FA
MED	Abby Gentile, Coach	Coach	Dan Craven, CPR
MED	Brain Grube PE/Coach	PE/Coach	Gretchen Gobble, CPR
MED	Gail Hall, Nurse/Trainer	Nurse/Trainer	Linda Hollenbeck, CPR
ADM/CUSTODIAN	Ryan Nelson, District Maintenance	District Maintenance	Angie Holmes, CPR
MED	Nicole Ramos, Coach	Coach	Jennifer Joyce, CPR
CUSTODIAN	Barb Reinard, custodian	custodian 3-11 pm	Monica Jones, CPR
CUSTODIAN	Justin Reinard, custodian	custodian 3-11 pm	Sarah Lewis, CPR
			Christine Nelson,CPR
			Amanda Rice, CPR/First Aid
			Brenda Robbins, CPR/First Aid
			Dee Sunday, CPR/First Aid
			Jacqueline Wilbur, CPR

SVE Elementary	Medical Response Team 1	TITLE	Medical Response Team 2
MED	Hannah Wilbur, Nurse	Nurse	Judy Ammack, CPR/FA
ADM	Matt Stroup, Principal	Principal	Shelly Benjamin, CPR/FA
CUSTODIAN	Randy Grobe, Custodian	custodian	Donna Cater, CPR/FA
ADM/CUSTODIAN	Ryan Nelson, District Maintenance	District Maintenance	Melissa DeFord, CPR
MED	Gail Hall, District Nurse/Trainer	Nurse/trainer	Daura Driscoll, CPR
MED	Michael Leljedal, Coach	Coach	Kim Flood, CPR
MED	Kyle Pierce, Coach	Coach	Robin Gillette, CPR
CUSTODIAN	Frank Price, Custodian	Custodian 3-11pm	Ann Hammond, CPR/FA
MED	Amanda Reeves, Coach	Coach	Stacy Hammond, CPR
MED	Keith Whitmarsh, Coach	coach	Katelyn Klimikoski, CPR/FA
MED	Nicole Whitmarsh, LPN	LPN	Laura Lau, CPR
CUSTODIAN	Landon Ackerly, Custodian	Custodian 3-11pm	Julie Lamb, CPR
			Linda Lanning, CPR
			Marie Mack, CPR
			Dillon Muckey, CPR/FA
			Rachelle Pompa, CPR
			Kathy Shappee, CPR/FA
			Ginger Sharpsteen, CPR/FA
			Bry Sparks, CPR/FA

Jessica Stanton, CPR
Michelle Varner, CPR/FA
Krista Williams, CPR

Coaches - Non SVE Staff

Beach, Devin
Bowman, Sheila
Collins, Catherine
Cook, Kimberly
Darrow, Joseph
Decker, Aaron
Decker, Ken
Hollenbeck, Adrienne
Jamison, Chris
Lehman, Kam
Mack., Noah
Meyers, Charity
Meyers, David
Meyers, Sydney
Rekczis, Patrick
Rimbey, Jarid
Smith, Ken

Appendix K

Staff Training Roster

Last	Building	BLS	HSI FA	HS FA		CPR date	CPR expiration
Ackerly, Landon	ES			x		1/27/2025	1/27/2027
Alison, Dana	MS	BLS			6/30/24	6/24/2025	6/24/2027
Ammack, Judy	ES			x		11/1/2023	11/1/2025
Anderson. Brenda	MS			x		4/9/2025	4/9/2027
Beach, Devin	coach			x		12/12/2023	12/12/2025
Belanger, Brian	Bus					1/29/2024	1/24/26
Benjamin, Shelly	ES			x		3/24/2022	3/24/24
Bennett, Dana	MS					3/24/2022	3/24/24
Bowman, Sheila	coach	BLS	x			2/21/2025	2/21/27
Brown, Erika	HS coach	BLS	x			7/29/2024	7/29/26
Butler, Jackie	Bus			x		1/27/2025	1/27/27
Campolito, Jessica	MS					3/24/2022	3/24/24
Carling, Rick	HS					1/29/2024	1/29/26
Cater, Donna	bus/ES			x		1/27/2025	1/27/27
Clark, Cody	HS			x		1/27/2025	1/27/27
Clearwater, Janine	HS					3/21/2022	3/21/24
Cole, Justin	HS coach	BLS	x			7/29/2024	7/29/26
Cole, Lindsay	HS	BLS	x			7/29/2024	7/29/26
Collins, Catherine	coach	BLS	x			6/23/2025	6/23/27
Cook, Kimberly	coach	BLS	x			3/16/2024	3/16/26
Cooper, Laurie	HS					12/4/2025	12/4/27
Corcoran, David	bus			x		1/29/2024	1/29/26
Cornwell. Jacob	MS		x			4/25/2025	4/25/27
Countermine, Bradley	HS					12/4/2025	12/4/27
Darrow, Joseph	coach	BLS	x			6/27/2025	6/27/27
Decker, Aaron	coach	BLS	x				
Decker, Dakota	HS					1/29/2024	1/29/26
Decker, Ken	coach		x			7/29/2024	7/29/26
Deford, Melissa	Bus/ES					1/29/2024	1/29/26
Dhuy, Terry	HS coach	BLS		x		6/23/2025	6/23/27
Dodd, Christopher	MS	BLS	x			2/26/2025	2/26/27
Driscoll, Daura	ES			x		11/1/2023	11/1/2025
Ebel-Ruocco, Beth	HS					7/20/2023	7/20/25
Eichholtz, Deb	HS					12/4/2025	12/4/27
Evans, Joe	HS			x		1/27/2025	1/27/27
Flood, Kim	district					3/28/2022	3/28/24
Foote, Wanda	nurse sub	BLS				11/30/2024	11/30/26
Gentile, Abby	MS coach	BLS	x			7/29/2024	7/29/26

Gillette, Robin	ES			x	11/1/2023	11/1/25
Gobble, Gretchen	MS				3/24/2022	3/24/24
Grobe, Randy	ES				1/29/2024	1/29/26
Grube, Brian	MS	BLS	x		3/6/2024	3/6/26
Gulde, Donna	MS BLS	BLS			4/18/2024	4/28/26
Hall, Gail	district BLS	BLS			5/7/2024	5/7/26
Hammond, Ann	ES	BLS		x	3/6/2024	3/6/26
Hammond, Stacy	ES		x	x	1/27/2025	1/27/27
Hollenbeck, Adrienne	coach	BLS	x		3/9/2024	3/9/26
Hollenbeck, Linda	MS				3/24/2022	3/24/24
Holmes, Kyle	coach	BLS	x	x	2/27/2025	2/27/27
Holmes, Ryan	coach HS	BLS	x	x	3/9/2024	3/9/26
Holmes, Sandy	HS coach	BLS	x		2-27-2-24	3/6/26
Jamison, Chris	coach	BLS		x	11/24/2025	11/24/27
Jones, Monica	MS	BLS		x	4/9/2025	4/9/27
Joyce Jennifer	MS	BLS			8/1/2023	[redacted]
Kastenhuber, Jeremy	HS coach	BLS	x		10/30/2024	10/30/26
Klimkoski, Katelyn	ES	BLS			6/24/2025	6/24/27
Kunzman, Dan	Bus				1/29/2024	1/29/26
Lamb, Julie	ES				3/24/2022	[redacted]
Lampila, Tina	HS				7/20/2023	[redacted]
Lanning, Linda	ES	BLS			1/22/2025	1/22/27
Lau, Laura	ES			x	11/1/2023	11/1/25
Lehman, Kamren	coach	BLS		x	11/10/2025	11/20/27
Leljedal, Kaitlyn	district			x	3/24/2023	[redacted]
Leljedal, Michael	ES coach	BLS	x		6/27/2025	6/27/27
Lewis, Sarah	MS			x	11/8/2023	11/8/25
Lloyd, Tyler	HS coach				6/6/2023	6/6/25
Mack, Marie	ES			x	11/8/2023	11/8/25
Mack., Noah	Coach	BLS	x		2/26/2025	2/26/27
Manwaring, Jacki	Bus			x	1/27/2025	1/27/27
Manwaring, Vince	Bus			x	1/27/2025	1/27/27
Mead, Robert	Bus			x	1/27/2025	1/27/27
Mercia, Trent	coach	BLS	x		2/21/2025	2/21/27
Merrinen, Kathy	Bus			x	1/29/2024	1/29/26
Meyers, Charity	coach	BLS	x			
Meyers, David	coach	Red Cross		adult FA CPR AED	4/1/2025	4/1/27
Meyers, Sydney	coach	BLS	x	Red Cross	6/25/2025	6/25/27
Montgomery, Luann	HS			x	11/8/2023	11/8/25
Muckey, Dillon	ES	BLS		x	3/6/2024	3/6/26
Myers, Rose	sub	BLS		x	6/21/2023	6/21/25

Nelson, Christine	MS			x		10/24/2023	[redacted]
Nelson, Ryan	district/coach			x		12/13/2023	12/13/25
Patterson, Patrick	district					12/4/2025	12/4/27
Pierce, Kyle	ES Coach	BLS	x			8/22/2024	8/22/26
Pompa Rachelle	ES					1/27/2020	[redacted]
Presher, Denise	HS					9/8/2020	[redacted]
Price, Frankie	ES					1/29/2024	1/29/26
Price, Theresa	HS			x		1/27/2025	1/27/25
Ramos, Nicole	MS coach					12/13/2023	12/13/25
Reeves, Amanda	ES/Coach	BLS	x			4/1/2025	4/1/27
Reinard, Barb	MS			x		1/27/2025	1/27/27
Reinard, Justin	MS			x		1/27/2025	1/27/27
Rekczis, Patrick	coach	BLS		x		8/12/2025	8/12/27
Rice, Amanda	MS	BLS		x		6/24/2025	6/24/27
Rider, Denise	HS					3/24/2022	[redacted]
Rimbey, Jarid	coach	BLS			8/12/2025	8/12/2025	8/12/27
Robbins, Brenda	MS	BLS			4/25/2027	4/25/2025	4/25/27
Schanbacher, Wm	coach					7/2/2023	[redacted]
Shappee, Kathy	ES			x		8/26/2025	8/26/27
Sharpsteen, Ginger	ES			x		1/24/2022	[redacted]
Smith, Amanda	bus			x		1/27/2025	1/27/27
Smith, Karen	HS					3/24/2022	[redacted]
Smith, Ken	coach	BLS		x		11/10/2025	11/10/27
Smith, Marlynda	HS					3/24/2022	[redacted]
Soper, Joshua	candor	BLS	x			10/30/2024	10/30/26
Sparks, Bry	ES			x		3/24/2023	[redacted]
Stanton, Jessica	ES			x		11/1/2023	[redacted]
Stauring, Patricia	MS					12/4/2025	12/4/27
Stone, Melissa	HS/coach	BLS	x	x		6/27/2025	6/27/27
Stroup, Matt	ES					12/4/2025	12/4/27
Sunday, Dee	MS			x Red Cross		4/24/2023	[redacted]
Swartout, Robbie	MS/coach	BLS	x			10/30/2024	10/30/26
Swayze, David M	coach	BLS				3/16/2024	3/16/26
Toby, Alonzo	district					12/4/2025	12/4/27
Twarz, Lloyd	Bus			x		1/27/2025	1/27/27
Vallely, Theresa	HS BLS	BLS				7/18/2024	7/18/26
VanAtta, Melissa	HS					3/24/2022	[redacted]
Varner, Michele	ES	BLS		x		11/19/2024	11/19/26
Whitmarsh, Keith	ES/coach			x		6/23/2025	6/23/27
Whitmarsh, Nicole	ES	BLS				6/30/2023	[redacted]
Wilbur, Hannah	ES BLS	BLS				4/9/2025	4/9/27

Wilbur, Jacqueline	MS	x	11/8/2023	11/8/25
Williams, Krista	ES		3/24/2022	3/24/24
Windnagle, Carol	Bus		12/4/2025	12/4/27
Woodcock, Linda	Bus		1/29/2024	1/29/26
Wright, Elwood	MS	x	1/27/2025	1/27/27
Zimmer, Connie	Bus		1/24/2024	1/24/26

updated 1-09-2026