Schenevus Central School

District-Wide School Safety Plan
2026-2027 School Year

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PROJECT SAVE
(Safe Schools Against Violence in Education)
Schenevus Central School
District SAVE Plan

INTRODUCTION

Emergencies and violent incidents in school districts are critical issues that must be addressed in an expeditious and effective manner. Districts are required to develop a district-wide school safety plan designed to prevent or minimize the effects of serious violent incidents and emergencies, and to facilitate the coordination of the district with local and county resources in the event of such incidents or emergencies.

The district-wide plan is responsive to the needs of all schools within the district and is consistent with the more detailed building-level emergency response plans required for Schenevus Central School. Districts stand at risk from a wide variety of acts of violence, natural, and manmade disasters. To address these threats, the State of New York has enacted the Safety Schools Against Violence in Education (SAVE) law. Project SAVE is a comprehensive planning effort that addresses prevention, response and recovery with respect to a variety of emergencies in each school district and its schools.

The Schenevus Central School District supports the SAVE Legislation, and intends to facilitate the planning process. The Superintendent of Schools encourages and advocates ongoing district-wide cooperation and support of Project SAVE.

SECTION I: DISTRICT-WIDE SCHOOL SAFETY PLAN
GENERAL CONSIDERATIONS AND PLANNING GUIDELINES

A. Purpose
This district-wide school safety plan was developed pursuant to Commissioner's Regulation Section 155.17. This plan shall be reviewed and updated annually by the district-wide school safety team. The plan shall then be made available for public comment for a period of thirty days prior. After the public comment period the plan shall then be presented for approval by the Schenevus CSD Board of Education by September 1st of each year.

Amendments to Education Law § 2801-a require District-wide Safety Plans to designate a chief emergency officer who is responsible for coordinating communication between staff and law enforcement and first responders. The chief emergency officer shall also ensure staff understanding of their respective building-level emergency response plan, and for ensuring completion and yearly updates of the building-level emergency response plans. Building-level emergency response plans shall be kept confidential and shall not be disclosed except to authorized department staff and law enforcement officials.

B. Identification of School Teams
The District has created a District-wide School Safety Team including the following persons:

Chief Emergency Officer: Jeffrey Bennett, Superintendent

Position	Name
Superintendent:	Jeffrey Bennett
Safety Risk Officer:	Josh Reiss
Director of Facilities and Transportation:	Thomas Hunt
Building Principal/Director of Student Services:	Erin Goodlander
Social Worker	Daniella Prades
	Aubrey Soller
Non – Instructional:	Michele Competiello
	Kathleen Bentley
	Lisa Risse
Instructional:	Christine Gollin
	Matt Gregory
	Marie McCrea

C. Concept of Operations

As this is a K-12 school, the District-wide School Safety Plan shall be directly linked to the individual Building-level Emergency Response Plan for all locations. All specific information for the plan will be found in the building level plan (Section 2 of this document).

In the event of an emergency or violent incident, the initial response to all emergencies at any of the locations there will be by the School Safety Team.

Upon the activation of the School Safety Team, the building administration or designee will be notified and, where appropriate, local emergency officials will also be notified. The exact procedures to be followed, including flowcharts for effective communication are included in the Building Safety Plan.

Emergency response actions including Crisis Response may be supplemented by County and State resources through existing protocols.

D. Plan Review and Public Comment

The plan shall be maintained and reviewed annually by the District-wide School Safety Team.

Pursuant to Commissioner's Regulation 155.17 (e) (3), this plan will be made available for public comment 30 days prior to its adoption. The district and building-level plans may be adopted by the School Board only after at least one public hearing that provides for the participation of school personnel, parents, students and any other interested parties. The plan must be formally adopted by the Board of Education prior to September 1st each year (a listing of dates of board approval will be kept with the district plan).

While linked to the District-wide School Safety Plan, Building-level Emergency Response Plans shall be confidential and shall not be subject to disclosure under Article 6 of the Public Officers Law or any other provision of law, in accordance with Education Law Section 2801-a.

Within 30 days from adoption, the plan will be posted on the Schenevus Central School District website. The URL must be submitted to the Education Department via the annual Basic Educational Data System (BEDS) collection each October to comply with the requirement that the plan be submitted to the Commissioner within 30 days from adoption.

SECTION II: GENERAL EMERGENCY RESPONSE PLANNING

A. Identification of sites of potential emergency

The district has established procedures for the identification of potential sites and the internal and/or external hazards that may be present. These procedures are developed in coordination with the local Emergency Management Office, Fire Department and law enforcement agencies. These informant agencies can be found in the building level response plan.

B. Actions in response to an emergency

The district has identified the following general response actions to emergency situations. These actions include school cancellation, early dismissal, evacuation, and sheltering. The Building Level Emergency Response Plans include identification of specific procedures for each action depending upon the emergency.

Emergencies include, but are not limited to:

- **Natural Hazards**: Earthquakes, Tornadoes, Lightning, Severe Wind, Hurricanes, Floods, Wildfires, Extreme Temperatures, Landslides or Mudslides, Winter precipitation, Wildlife
- **Technological Hazards**: Explosions, Release of hazardous materials within the school, Release of hazardous materials from outside the building, Dam Failure, Power Failure, Water Failure
- **Adversarial, Incidental and Human-caused Threats**: Fire, Active Shooters, Criminal Threats or Actions, Gang violence, Bomb Threats, Domestic Violence and Abuse, Cyber-Attacks, Suicide.
- **Biological Hazards**: Infectious Diseases, Contaminated Food Outbreaks, Toxic materials present in school

C. District resources and personnel available for use during an emergency

The District has committed the full inventory of its resources to be available for use during an emergency. These resources will be utilized in line with the Building Level Emergency Response Plans as deemed appropriate by the District Safety Team.

Specific personnel and resources are identified in the Building Level Emergency Response Plans. However, some examples of resources would include: (1) Personnel: EMT's, CPR/AED certification, Registered Nurse; (2) Building Resources: sheltering, food, water, phone, fax, radio communications, and transportation. Responsibilities associated with specific personnel and resources are clearly outlined in these plans as well.

D. Procedures to coordinate the use of school district resources during emergencies

The District uses the Incident Command System model for emergency actions. The District-Wide Chief Emergency Officer will be the Superintendent or the designee. For all emergencies, the Incident Commander will be the Building Administration, or their designee. The Incident Commander is authorized to activate such resources and personnel as are appropriate to the incident. The Incident Commander is empowered to render such decisions as may be necessary in keeping with the response actions as identified in their respective Building Level Emergency Response Plan. All Incident Command staff are identified in the Building Level Emergency Response Plan.

E. Annual multi-hazard school training for staff and students

The district will conduct annual training for both staff and students in school safety issues. Training will be coordinated by the District-Wide and Building Level Safety Teams, and may consist of classroom activities, general assemblies, tabletop exercises, full scale drills or other appropriate actions to increase the awareness and preparedness of staff and students.

Drills and other exercises will be coordinated with local, county and state emergency responders and preparedness officials if possible. Existing plans will be revised in response to post-incident critiques of these drills.

F. Training procedures and frameworks

Training procedures for staff in violence prevention and all emergency drills as outlined in Section I, Appendix 2.

SECTION III: COMMUNICATION WITH OTHERS

A. Obtaining assistance during emergencies from emergency services organizations and local government agencies

During emergencies, including state-declared emergencies, local government agencies, including emergency services, can be accessed via the local emergency management office or through the local emergency communication center. The Incident Commander will authorize the procurement of these agencies. (Section I, Appendix 2; Section II)

B. System for informing all education agencies and our district who sends students for specific educational programs

The district will notify all appropriate educational agencies and districts who send students for educational programs, as well as adjacent to its boundaries in the case of a disaster that would affect any of these agencies. The Incident Commander will determine the extent of notification and delegate its delivery.

The district's bus garages will be notified by phone. All teachers by intercom, phone or email. Media by direct communication with Building Administration or designee only (phone, fax, or face-to-face contact).

C. Communication between students and staff plays a vital role in the deterrence of potentially violent incidents.

Students are encouraged to report bullying, harassment or the threat of violence to a teacher, administrator or other staff member. They may use the anonymous "Tip Line" bullying reporting system located on the school website. The Sandy Hook Promise is our Tip Line. Information is posted on the school website and through posters in the building. Students are also encouraged to seek out either a guidance counselor or their counselor. Schenevus CSD offers a peer mentoring and leadership club (College for Every Student (CFES)) to help with peer mediation and conflict resolution, as well as a confidence builder.

D. Outside agencies to be contacted during emergencies

All agencies and districts available for support during emergencies are listed in the Building Level Plan. All phone numbers are provided.

E. Procedure for obtaining advice and assistance from local government agencies.

The school administration will be responsible for contacting local agencies and providing them with copies of the District and Building Level plans for their review and comment. We will work with local emergency agencies to schedule meetings as needed for the purpose of reviewing the entire SAVE plan and conducting tabletop exercises.

SECTION IV: RESPONDING TO THREATS AND ACTS OF VIOLENCE

Policies and procedures for responding to implied, or direct threats of violence or acts of violence by students, teachers, other school personnel and visitors to the school:

The District has developed the following safety and security procedures to protect students, staff and visitors from indirect & direct threats of violence.

A. Reporting of threats of violence to school authorities

1. Students are encouraged to inform school staff about any indirect or direct threat of violence to themselves, others or property.
2. Staff are required to inform administration of any direct or indirect threat of violence to students, themselves, others or property.
3. Parents and visitors are encouraged to tell school staff about any indirect or direct threats of violence towards students, themselves, others or property.
4. Students, staff, parents, and others will be educated about the importance of reporting threats and the procedures of reporting.

B. Investigation of threats of violence

1. The building administrator will investigate reported threats of violence and will make the determination of disciplinary measures consistent with the Code of Conduct.
2. Serious acts will require the involvement of police personnel (violent offenses in accordance with SAVE requirements).
3. Chronic offenders may require a behavior intervention plan, close monitoring, and police involvement.
4. Threats placing students, staff and others in imminent danger require an immediate call to the police.

The District has developed the following safety and security procedures to protect students, staff and visitors from acts of violence.

C. Reporting acts of violence to school authorities

1. Students are encouraged to inform school staff about acts of violence toward themselves, others or property.
2. Staff are required to inform administration of any act of violence to students, themselves, others or property.
3. Parents and visitors are encouraged to tell staff about any acts of violence toward students, themselves, others or property.
4. Students, staff, parents and others will be educated about the importance of reporting acts of violence and the procedures of reporting these acts.

5. Investigation acts of violence
6. The building administrator will investigate reported acts of violence and will make the determination of disciplinary measures consistent with the Code of Conduct.
7. Serious acts will require the involvement of police personnel.(Violent offenses accordance with the SAVE requirements)
8. Chronic offenders may require a behavior intervention plan, close monitoring, and police involvement.
9. Acts of violence placing students and staff in staff in imminent danger require an immediate call to the police.

The District Code of Conduct is annually:

*reviewed by the Board of Education at a public meeting,
*reviewed by the staff at the first Superintendent's Conference Day,
*reviewed with all students on the first day of classes,
*emailed to all parents.

D. Policies and procedures for contacting appropriate law enforcement officials in the event of a violent incident

Law enforcement officials (NYS Police, Otsego County or Delaware County Sheriff's Dept.) will be contacted by the Incident Commander as outlined in the Building Level Emergency Response Plan.

E. Appropriate responses to emergencies

The district recognizes that appropriate response to emergencies varies greatly depending upon the actual threat or act as well as the magnitude of such emergency. The Building Level Emergency Response Plan clearly details the appropriate response to such emergencies.

F. Policies and procedures to contact parents, guardians or persons in parental relation to the students in the event of a violent incident or an early dismissal

Conditions requiring such notification are outlined in the Building Level Emergency Response Plans.

SECTION V: PREVENTION AND INTERVENTION STRATEGIES

A. Policies and procedures related to school building security including, where applicable, the use of school safety officers and/or security devices or procedures

At this time, Schenevus has installed the following security systems:

- video cameras are active in all areas of the campus (does not include classrooms)
- single point of entry and egress for all visitors
- visitors are checked in by a receptionist and given identification badges
- all exterior doors and windows are locked
- student attendance is taken regularly and absences immediately reported to attendance officer

Liaison officers from the New York State Police are assigned to the school and meet regularly with school personnel. State police, fire department, ambulance, and other EMS personnel participate in annual drills. Drills include fire drill evacuations, bus drills, campus evacuation drills, hold-in-place drills, lockout drills, and lockdown drills.

B. Procedures for the dissemination of informative materials to the media, staff, parents and students

The district will provide information concerning early detection of potentially violent behaviors including, but not limited to, the identification of community, family and environmental factors through a variety of mechanisms. These include open houses, annual reviews of the District Code of Conduct, staff development opportunities and open communication with the districts.

In addition, the policies and procedures for the dissemination of informative material for specific crisis situations are clearly outlined in the Building Level Response Plans (Section II).

C. Prevention and intervention strategies

The district continues to develop and investigate various strategies regarding violence prevention and intervention. These strategies include, but are not limited to:

1. Collaborative agreements with state and local law enforcement officials, as well as outside agencies designed to ensure that school safety officers and other security personnel are adequately trained, including being trained to de-escalate potentially violent situations.
2. Therapeutic Crisis Intervention annual training for staff members in high risk areas

D. Description of duties, hiring and screening process, and required training of hall monitors and other school safety personnel

1. Hiring and screening process:

The district follows the NYS Fingerprinting Laws.

2. Duties of hall monitors and school safety personnel:

a. The district does not hire hall monitors, however, all staff are trained on an annual basis regarding safety, emergency drills, violent incidents, etc.
b. Staff have specific hall monitoring responsibilities to fulfill during their regular day as well as emergencies. These responsibilities are clearly outlined in the Building Level Emergency Response Plan.
c. All staff receive training and participate in drills assigned to implement skills learned on an annual basis. Drills (Section I, Appendix 2) are run multiple times per year.

E. Bomb Threat

The paramount concern shall be for the safety of the students and personnel in Schenevus CSD. All administrators have familiarized themselves with the Bomb Threat Standards outlined in the Building Safety Plan so that appropriate decisions may be made depending on the exact nature of the situation. A copy of the New York State Police "Bomb Threat Instructions" has been placed under or at every phone in the building.

1. If you receive a bomb threat:

a. If you have a display phone, follow the directions listed on the bomb threat instructions and record the incoming phone number.
b. Signal to other staff that you are receiving a bomb threat and have them immediately notify a school administrator.
c. Listen carefully to the call.
d. Ask the questions listed on the NYSP "Bomb Threat Instructions “to evaluate the threat.
e. Write down the answers as soon as you can.
f. You will be interviewed by the school administrator and/or Police to ascertain the degree of threat.

2. District Administration

The Building Administration or designee makes the decision regarding evacuation, lockdowns and/or shelter in place. First responders can assist and consult with them to make their decision (joint decision making/unified command).

The school administration has the duty to instruct and train students by means of drills so that they may, in a sudden emergency, be able to leave the school building in the shortest time possible.

F. Hostage Taking

The Building Safety Plan procedures will be followed in the event of a hostage situation. In general, the following response actions will be taken:

1. The first person aware of the situation will immediately notify the Building Administration who will notify the local police at (607) 432-3211 or 911.
2. The Building Administration, or designee will issue the appropriate alert if necessary ("lockdown" for example) and isolate the area.
3. No response to the media will be given at this time.
4. The Building Administration or designee will turn over authority to the police upon their arrival and assist as requested.

G. Intrusions

The Building Safety Plan procedures will be followed in the event of an intrusion. In general, the following response action will be taken:

1. The first person becoming aware of an intruder or suspicious person will immediately report this information to the Building Administration or designee.
2. The Building Administration or designee will approach the intruder(s) to determine the nature of their presence and ask them for identification.
3. The Building Administration or designee will accompany the individual(s) to the proper office or if no acceptable purpose can be ascertained, ask the individual(s) to leave. The administrator or designee should ensure that the individual(s) has exited the building and alert staff to prevent unrecognized re-entry.
4. If the individual(s) refuse to leave, the Building Administration or designee will inform them that they are in violation of the law and that the police will be notified. Dial (607) 432-3211 or 911 and notify the local police agency of the situation.
5. If the situation escalates, plain language will be utilized to notify all teachers to lock down the building as per the instructions outlined in the Building Safety Plan. Students attending classes outside of the building will be evacuated to a safe area designated by the Building Safety Plan.
6. The administrator in charge or designee will turn over authority to the police upon their arrival and assist as requested.

H. Kidnapping

In the event of a kidnapping, the following response action will be taken:

1. During school hours, **when a student has already been documented as present,** the first person aware of a kidnapping or missing student will immediately notify the Building Administration, who will obtain student information and photo I.D.
2. School building staff will search the building and also utilize the public announcement system.
3. Parents/guardians will be notified. If a student is not found, police will be notified.
4. The administrator in charge or designee will turn over the investigation to the police upon arrival and assist as requested. No information is to be released to the media.
5. Parents will be notified immediately if the student is located.
6. During school hours, **when a student has not arrived at Schenevus CSD**, the parent will be notified by an electronic attendance notification and the following response action will be taken:
7. The student's means of transportation to and from Schenevus CSD will be reviewed. If a student is not located, the police should be notified. Student information and photo I.D. will be obtained.
8. The Building Administration and/or designee will be notified.
9. The administrator in charge will turn over the investigation to the police upon arrival and assist as requested. No information is to be released to the media.
10. Parents will be notified immediately if the student is located.
11. Parents will be asked to contact Schenevus CSD if the student is located.

If a student misses his/her bus will then take the following actions:

1. Notify the parent to arrange transportation.
2. Students will wait in the main office until transportation arrives.

I. In the Event of School Cancellation

In the event of a school cancellation, the School Administration will send out a “robo” call, or email or text message and notify the media (radio and TV stations) for the purpose of notifying parents and students, and start the notification for staff.

J. In the Event of Early Dismissal or Evacuation

In the event of early dismissal or evacuation, the Building Administration will notify the staff to put the needed procedures in place and for notifying parents. See the Building-Level Safety Plans for complete details for conducting an evacuation.

SECTION VI: RECOVERY - SCHOOL DISTRICT SUPPORT FOR BUILDINGS

The School Building-Level Emergency Response Team will be supported in their efforts by all available in-district resources and personnel as required by the nature of the emergency. County and State resources and personnel will be obtained as dictated by the nature of the emergency. The district commits to monthly Safety Committee Meetings.

SECTION VII: DISASTER MENTAL HEALTH SERVICES

A District-Wide Post-Incident Response Team will respond in crisis situations to help provide disaster mental health services. This list includes school psychologists, school counselors, county mental health agencies, and area hospitals.

APPENDICES
Appendix 1: Communication

Listing of all school buildings covered by the district-wide school safety plan with addresses of buildings, contact names, and telephone numbers for building staff

Building Name	Address	Contact Name	Telephone
Schenevus CSD	159 Main Street Schenevus, NY 12155	Jeffrey Bennett Superintendent	607-638-5530
Schenevus CSD	159 Main Street Schenevus, NY 12155	Erin Goodlander Principal/Director of Student Services	(607) 638-5881 ext 423
Schenevus CSD	159 Main Street Schenevus, NY 12155	Thomas Hunt Director of Building and Grounds/Transportation	(607) 638-5881 ext 422

Appendix 2: Training Procedures and Frameworks

1. Violence Prevention

Schenevus CSD staff will receive training in the area of violence prevention and intervention annually.

Training topics will be decided upon by the School Administration and Safety/ Crisis Team.

Training will be provided by any of the following: Local ONC BOCES, State Police, local law enforcement agencies, local or county emergency management teams.

Emergency Drills: Schenevus CSD staff will receive training in the area of all emergency drills annually.

2. Emergency Drills

The district will run multiple training drills throughout the school year. All drills will be organized/coordinated by the School Administration and/or Safety/Crisis Team. Drills to be held:

Fire Drills: A regulation of 8 drills per year will be held.

Emergency Lockdown/Lockout Drills: At least 4 Emergency Lockdown/Lockout Drills will occur annually. Students will be instructed as to safety awareness and proper behavior for drills.

The School Safety/Crisis Team will meet annually to review the procedures for all drills. The team will meet to review individual situations as necessary.

A copy of the plan will be shared with Local Emergency Responders. Responders will be asked to meet with the district on an as needed basis to review the plan, conduct tabletop exercises, and make revisions as necessary.

- Schenevus Fire Departments/Emergency Squad
- New York State Police
- Otsego County/Delaware County Sheriff's Department
- ONC BOCES, Safety Risk Management Office

3. Remote Instruction Plan

Occasionally, students may need to utilize virtual learning. The goal is for our students to become independent learners who can manage their time effectively. While we understand that there are challenges to remote learning, we are hoping that providing a structure for online days will help students organize their time and complete their assignments within the timeframe expected by our teachers. Our goal is to continue to provide high quality instruction that prepares our students to meet the graduation requirements as outlined by NYS Education Department and develop skills that will help them be college and career ready.

Since each content area has unique attributes and expectations, teachers will use a variety of technologies to instruct and assess students. Teachers will post materials, assignments, due dates, etc. using Google Classroom. For live instruction, teachers will use video-conferencing applications such as Zoom or Google Meet.

During our virtual learning days, all students are required to sign-in to each class (study halls and lunches are exempt) within the first 10 minutes of the start of the period to have attendance taken. If a student will be absent, due to illness or appointment, parents need to call the school as if a child was missing a day of in-person school.

Students are expected to check their SCS email daily. We encourage parents to also check their email regularly. Parents should make sure that their email address on file is current.

Expectations for Grades 7-12

Student Expectations:

- Use a school issued Chromebook
- Check SCS email daily
- Complete required attendance check for each class
- Follow your daily schedule and check your individual classes every period.
- Complete all classroom assignments when posted and on assigned due dates
- Communicate with the teacher about problems, connectivity issues, etc.

Parent Expectations

- Check your email regularly.

- Utilize School Tools Home Access Center to monitor your student's progress.
- Know what learning platforms that your children are using.
- Provide a learning space that is well-lit with minimal distractions.
- Help your child follow the daily schedule.
- Monitor your child's attendance.
- Encourage your child to complete assignments within the specified timeframe.
- Understand that "live" video conferencing classes (Zoom, Google Meet etc) require that students be visible. Parents or other other family members **should not be seen or heard in the video conference**. Please be aware that recording a "live lesson" in any form (pictures, screen shots, video etc) is not allowed-due to potential legal issues. Additionally, posting and/or sharing images, taken during a video-conference call, on social media, email, or otherwise could result in disciplinary or legal action.

Teacher Expectations

- Provide rigorous, standards-based instruction.
- Create and share a syllabus outlining specific course requirements and expectations.
- Utilize a digital learning platform to post announcements, assignments & assessments.
- Communicate regularly with students and parents using modalities such as email, Google Classroom.
- Be available to students during the designated class time for questions and communication.

Bell Schedule for Virtual Learning Days for Grades 7-12

Period 1	8:00-8:30
Period 2	8:40-9:10
Period 3	9:20- 9:50
Period 4	10:00-10:30
Period 5	10:40-11:10
Period 6	11:10-12:10 (Lunch)
Period 7	12:10-12:40
Period 8	12:50-1:20
Period 9	1:30-2:00
Period 10	2:10-2:40

There is time allotted between periods to allow for transitions between classes.

Expectations for Grades K-6

Student Expectations:

- Use a school issued Chromebook
- Check SCS email daily
- Complete required attendance check for each class
- Complete all classroom assignments when posted and on assigned due dates
- Communicate with the teacher about problems, connectivity issues, etc.

Parent Expectations

- Check your email regularly.
- Know what learning platforms that your children are using.
- Provide a learning space that is well-lit with minimal distractions.
- Help your child follow the daily schedule.
- Monitor your child's attendance.
- Encourage your child to complete assignments within the specified timeframe.
- Understand that "live" video conferencing classes (Zoom, Google Meet etc) require that students be visible. Parents or other other family members **should not be seen or heard in the video conference**. Please be aware that recording a "live lesson" in any form (pictures, screen shots, video etc) is not allowed-due to potential legal issues. Additionally, posting and/or sharing images, taken during a video-conference call, on social media, email, or otherwise could result in disciplinary or legal action.

Teacher Expectations

- Provide rigorous, standards-based instruction.
- Create and share a syllabus outlining specific course requirements and expectations.
- Utilize a digital learning platform to post announcements, assignments & assessments.
- Communicate regularly with students and parents using modalities such as email, Google Classroom.
- Be available to students during the designated class time for questions and communication.

Bell Schedule for Virtual Learning Days for Grades K-6

- Check in for attendance between 8:00 and 8:10
- Follow teacher instructions for further check-ins

4. Cardiac Emergency Response Plan (CERP)

Training and Certified Personnel

- **CPR/AED Certified Personnel:** At least one school staff member that is trained and certified in both CPR and AED usage will be present at school, school athletics, and school sponsored events. The training taken must be through a nationally recognized organization, such as the American Heart Association. This training is mandatory for all school nursing and coaching staff but is voluntary for other employees.
- **Documentation of Certified Personnel:** The District maintains a list of all trained personnel by building/location, availability, and their certification expiration dates to ensure compliance.
- **Voluntary CPR/AED Training:** Training may be offered periodically on a voluntary basis to relevant district staff, including members of the building-level emergency response team(s).
- **Required Student and Staff Sudden Cardiac Arrest Training**: All students and staff will be trained in the signs of sudden cardiac arrest annually. Student training will take place in an age and developmentally appropriate manner.

AED Availability and Maintenance

- **AED Availability:** The District will provide AED equipment in each instructional facility and at key locations across the district (i.e. fields). They will be clearly marked, accessible, and maintained according to manufacturer guidelines.
- **Signage:** Signage will be posted at the main entrance of each school building indicating the locations of the AEDs.
- **Documentation of AED Locations:** All AEDS will be clearly labeled and stored in appropriate containers, cabinets, or go-bags/cases. The District maintains a list of all AEDs by building/location and expiration dates of batteries, pads and units.
- **EMS Notification:** The District maintains a Public Access Defibrillation agreement with **ZOLL Plus Trac, 249 Mill Rd., Chelmsford, MA 01824,** which includes the location and types of AEDs in service and will report every AED use to them.

Cardiac Emergency Response Protocols/Venue Specific Procedures: This section outlines the immediate actions to be taken upon recognition of a potential SCA incident in the school building, on school grounds, or at school-sponsored events. Staff should always carry communication devices and emergency contact information for assistance when outside or off school property.

*Emergency Contact Number - Call 911

Steps to Take When Responding to Medical Emergencies Including Sudden Cardiac Arrest

Upon discovery of a medical emergency in a school building, on school grounds, or at athletic/school events, we will take the following steps:

1. **Ensure Scene Safety** - Staff member(s) will take charge of the area until the incident is contained or relieved. (It is recommended that they do not move the patient if a head, neck, or back injury is suspected.)

2. **Notification - Shout for help. If alone, call for Emergency Medical Services (EMS) via 911 and obtain the Automatic External Defibrillator (AED), if the victim is in cardiac arrest.**
    a. Follow 911 emergency dispatcher's instructions.
    b. Call for any Certified Cardiopulmonary Resuscitation (CPR)/Automatic External Defibrillator (AED) school personnel and notify administration or designee*.
    c. The nurses/trained school personnel have access to Stop the Bleed kits, first aid kits, epi-pens, AEDs, and/or naloxone.

3. **Treatment** - The certified school personnel will begin preliminary evaluation and treatment including CPR/defibrillation.

4. **Upon arrival of EMS**, nurses/certified school personnel will report initial findings to emergency personnel and be relieved.

5. **School administration or designee notifies** parent/guardian or staff member's emergency contact.

6. Other staff may be asked to support the situation (i.e. clear halls, direct emergency personnel, contact family). Other annexes may be used as necessary depending on the situation (i.e. Hold-in Place). All staff should know where AEDs are located and how to call for help. Staff outside or off school property should always carry communication devices and emergency contact information for assistance.

Post-Emergency Actions

- **Document**: Document event including observations, all steps taken and by whom, who was notified, and information reported to EMS. Hold a post event debriefing.
- **Data Download:** Staff present must be prepared to download the school's AED data onto a flash drive to provide to EMS for the emergency department's physician.
- **Debriefing:** Hold a post-event debriefing. Plans should be in place to notify the Post-Incident Response Team, if necessary.