The New Lebanon Central School District-Wide School Safety Plan 2026-27

Commissioner's Regulation 155.17

Purpose

The New Lebanon Central School District-wide School Safety Plan was developed pursuant to Commissioner's Regulation 155.17. At the direction of the New Lebanon Central School District Board of Education, District-wide School Safety Team was appointed and charged it with the development and maintenance of the District-Wide School Safety Plan.

Identification of School Teams

The New Lebanon Central School District has appointed a District-Wide School Safety Team consisting of, but not limited to, representatives of the School Board, teachers, administrators, parent organizations, school safety personnel, and other school personnel. The members of the team and their positions or affiliations are as follows:

Superintendent of Schools:	Chris Harper
Business Manager:	Carol Strickling
Teacher Representative:	Bridget Rank
	Garifalia Hawkins
School Resource Deputy:	SRO
School Admin:	Matthew Klafehn
	Joshua Noble
Transportation:	Chris Howe
School Nurse:	Jackie Seeger
School Psychologist:	School Psychologist
Food Service:	Pat Metzler
Parent:	TBD

Each building has established a Building Level Safety Team (BLST) with the following roles:

School Incident Command Staff:

Incident Command-sets objectives, strategies and overall responsibility for safe response, has ability to stay calm and make decisions (administrators, Superintendent). Has Incident Command Training.

Public Information Officer-communicates with media & parents as the only designated spokesperson (Superintendent). Has media training.

Safety Officer- establish safe zones, monitors for protective equipment and safe/unsafe conditions. Can suspend work activities if unsafe. Has advanced training in HAZMAT, emergency response and worker safety (Questar).

Liaison-Is the go-between IC and other response facilities, briefs school administration.

Operations

- Facilities Team-Conduct sweeps and assess damage, survey and controls utility systems, investigate, report & deal with fires, secures damaged areas (Facilities staff)

- Evacuation/Shelter Team-gather reports on missing persons & report to command post, organize staff & students for safe relocation, manage student supervision, coordinate evacuation site, manage personal needs-food, sanitation, (principal, teacher leaders)

- Search & Rescue Team-check with accountability captain for missing persons, search for injured/missing persons, coordinate transportation for first aid needs, report injuries to command post, coordinates with first aid (admin./facilities)

- First Aid Team-Procures and organizes first aid area and supplies, maintains first aid station, provides first aid care, coordinates with EMS, reports status to command post, keeps records of where injured are taken and by whom, ensures injured who are transported for further medical care are tagged with name, address, medical & contact information, prepare for medication administration and special needs populations (Nurse, first aiders, athletic dept)

- Reunification team-accounts for all students at all times, manages release of students, maintains copies of student emergency cards, sign-out sheets, validates identification and documents release of student by name and time, ensures staff remains with students until all are released and accounted for, reports status to command post (attendance officer & office staff)

- Crisis Response- assist students, staff and families and with needs, counseling for both responders & staff/students (guidance, social worker , psychologist)

Planning/Finance

Planning/Finance Team – tracks resources, documents events, controls maps, handles demobilization (administrative)

Logistics

Logistics Team –Provides resources and services necessary for incident, coordinates communication equipment, handles transportation, coordinates food, water & sanitation, response personnel, medical services for responders, manages traffic, set up cones, maintains flow, direct emergency assistance to correct locations, directs parents to reunification area, directs media to media outpost, arranges appropriate transportation vehicles-busses, other (transportation/food services)

Questar III Building Level Safety Team –school district liaison with outside agencies responding to emergencies. Keeps Incident Commander informed of situation status.

Each team shall be led by a team leader. Depending on the nature of the emergency, teams may be combined for efficiency.

Concept of Operations

This District-wide School Safety Plan provides an overview on how the school district will operate in the event of emergency situations. The School Safety plans will be further descriptive of how to carry out the overall plan.

The District Wide School Safety Plan will be reviewed by the District Wide School Safety Team and assessed based on local environment, emergency potential, incident trends, VADIR reports and best practices developed both internally and externally with other schools, BOCES Health & Safety & SERT Team, local emergency responders and community resources.

In the event of an emergency or violent incident, the initial response to all emergencies at an individual school will be by the Building Level Safety Team (BLST). The communication designee will notify the district Superintendent by the best means available at that time.

Upon the activation of the Building Level Safety Team, the Superintendent of Schools or his/her designee will be notified and, where appropriate, local emergency officials will also be notified as per the plan.

We will use county and state resources to supplement the districts efforts through existing protocols by additional support, resources and coordination of the emergency by the following:

- State and local law enforcement provide building reviews and staff training.
- Local law enforcement and emergency services participate in planning & training exercised and develop strategies for managing building-level emergencies, e.g. a protocol has been developed for using emergency services vehicles to block roadways approaching district buildings for accident/incident scene management.
- A protocol exists for the school district to use other buildings for sheltering during times of emergency.
- During post incident responses, county health resources will be accessed.

Plan Review and Public Comment

Pursuant to Commissioner's Regulation, Section 155.17 (e) (3), this plan will be made available for public comment at least 30 days prior to its adoption. The district-wide plan 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.
Full copies of the District-wide School Safety Plan and any amendments will be submitted to the New York State Education Department within 30 days of adoption.

This plan will be reviewed as necessary during the year and will be maintained by the District-Wide School Safety Team. The required annual review and re-adoption will be completed on or before July 1 of each year to be adopted by the Board of Education prior to September 1. A copy of the plan will be available at the District Office.

RISK REDUCTION/PREVENTION AND INTERVENTION

Prevention/Intervention Strategies

The programs and activities the district utilizes for improving communication among students and between students and staff, and reporting of potentially violent incidents, may include:

- Non-violent conflict resolution training programs
- Peer mediation programs
- Multicultural education programs
- Extended day and other school safety programs
- Creating a forum or designating a mentor for students concerned with bullying or violence
- Training for substitutes in building safety protocols
- Individual counseling with counseling staff
- Training programs to include: Anger management, bullying, sexual harassment, date-rape, diversity
- Equity and Inclusivity training for staff & students
- Adoption of in-school suspension program that incorporates behavior modification skill training & counseling services to help address the underlying causes of student defiance and mis-behavior
- Comprehensive Codes-of-Conduct for students, employees and visitors to school premises that describes appropriate behavior, reporting mechanisms and consequences for non-compliance
- Mental health training
- STOP conference, Tiger Jam initiatives, and ongoing character education initiatives.

The district utilizes the following strategies to create a positive, safe learning environment for students:

- community involvement in the schools
- mentoring programs
- adjusting scheduling to minimize potential for conflicts or altercations
- single point of entry into buildings
- small class sizes
- adult supervision during passing time and unstructured times during the day
- daily recess for all students
- Tiger Jam program
- anti-bullying programs

Training, Drills, and Exercises

All administrators are required to participate in:

- School Violence Prevention
- ICS for Schools

ERT members shall be trained in the above, plus:

- Emergency Response
- Table top exercises
- Other training as required to fulfill effective response expectations

Annual multi-hazard school safety training & drills for staff and students includes the following:

- An annual review of the Building Level Emergency Plan for each building occupants
- early go-home drill to test evacuation & sheltering procedures
- fire evacuation and lock-down drills as required by NYSED regulation
- bus drills (3 per year)
- remain-in-place drills
- lock-down drills
- assemblies & classroom activities on safety topics
- detection of potentially violent behaviors
- Training of staff regarding students with disabilities:
    - Lifting and carrying wheelchair students and staff when fire or other rescue personnel are not readily available
    - Planning for the notification of deaf students
    - Checking lavatories
    - Inclusion of persons with disabilities in all emergency drills
    - Medical needs requiring specific procedures
    - Shelter-in-place drills
    - Relocations drills

After each drill or exercise, select members of the health and safety team will review the actions to test the components of our own emergency response plan, with local and county emergency response and preparedness officials and BOCES Health and Safety, if appropriate and provide a summary of response to the Superintendent.

The hiring and screening process includes the following:

- Interview
- Screening of potential new employees which includes:
    - Providing a resume and three references
    - Submitting to a criminal history background check that includes fingerprinting (for all new employees hired after July 1, 2001)

The required training of hall monitors and other school safety personnel acting in a school security capacity includes:

- de-escalation of potentially violent situations

- positive communication techniques
- characteristics of the school population

Implementation of School Security/Staffing

Our policies and procedures related to school building security include the following:

- locked outside doors
- secured entranceways
- all doors shall be locked when rooms are unattended by adults
- all chemical storage/use rooms shall be locked when unattended
- adult supervision in hallways/locker/bus loading and all areas students are present
- monitor hallways, entranceways, exits and outside grounds during school hours for unusual occurrences or unauthorized visitors
- Participate in both building and district safety teams
- Participate in school investigation
- visitor badge/sign in procedure
- staff photo ’s
- video surveillance in certain locations
- security audits by security and safety professionals
- policies on locker use
- student, staff & visitor code of conduct
- Classroom management
- Greeting students & visitors at the door at the beginning & end of day
- A sign at the main entrance will direct all visitors to "Report to the Office".
- All visitors are required to sign in, and if they need access to other areas of the building, they will be issued a Visitor ID tag or escorted by an employee
- Radio communication devices will be utilized for inside to outside communication during Physical Education classes, recess and other outside activities

Vital Educational Agency Information

The communications teams shall maintain information on each educational agency located in the school district, including: school population, number of staff, transportation needs, and the business and home telephone numbers of key officials of each such educational agency by an annual review and update at the beginning of each school calendar year or as key people change roles.

Early Detection of Potentially Violent Behaviors

Using newsletters, parent meetings, School Messenger, Facebook, and our website, we disseminate informative materials regarding the early detection of potentially violent behaviors, which include the identification of family, community and environmental factors to teachers, administrators, parents and other persons in parental relation to students of the school district or board, students and other persons deemed appropriate to receive such information.

To prepare for violent incidents and increase student safety, staff is trained annually during conference days in understanding mental health issues, early intervention/prevention strategies, or development of violence prevention instruction for

all staff based on recommendations from the health and safety team on relevant topics and an assessment of current needs of the district/school.

Hazard Identification

Sites of potential emergency for fire, natural disaster, violence include the following:

- all school buildings
- playground areas
- properties adjacent to schools
  -major transportation routes: Route 20 and Route 22
  -Suburban Propane, intersection of Route 20 and Route 22
  -HL Fuel, Co., Route 20
  -Marchese Ford, Route 22
  -Lebanon Valley Raceway, Route 20
  -Valley Oil, Route 20
- on and off-site athletic fields
- buses
- off-site field trips

RESPONSE

Notification and Activation (Internal and External Communications)

Any staff members are authorized to contact appropriate law enforcement officials off of our designated list in the event of a violent incident.

Emergency Response: State Troopers & the Fire Department are within blocks of the high school. Columbia County Sheriff is also a responding agency.

We will inform all educational agencies within a school district of a disaster or an act of violence by means of:

- Telephone
- Email
- Emergency Responders

In the event of an emergency, or impending emergency, the communications team will notify all principals/designees of facilities within the district of the impending emergency and to take the appropriate action. The educational agencies to be notified are as follows:

- Walter B. Howard Elementary School
- New Lebanon Jr./Sr. High School
- New Lebanon Bus Garage
- New Lebanon Central School District Office

Parents, guardians or persons in parental relation to the students will be contacted in the event of a violent incident or an early dismissal by the communications team by:

- School Messenger
- Telephone
- Website & Facebook

- Email
- Local Media

SITUATIONAL RESPONSES

Multi-Hazard Response

The district's has multi-hazard response plans for each school to take actions in an emergency that may include the following hazards:

Criminal:

- Threats of violence
- Suspected weapon
- Hostage/kidnapping
- Bomb threat
- Intruder
- Suicide
- Civil disturbance

Natural Hazards:

- Earthquake
- Hurricane/Tropical Storm
- Explosion/ /Fire
- Winter Storm
- Flood
- Electrical Storm/Tornado
- Extreme weather

Technological Hazards

- Hazardous Material Release
- Biological
- Data Breach
- Radiological
- Air Pollution

Explosion/Fire

- Fire
- Gas Leak

Systems Failure

- Building Structure Failure
- Heating System Failure
- Sewage System Failure
- Electrical System Failure
- Transportation Fleet Loss
- Water system failure

Medical Emergencies

- School Bus Accident
- Transportation Disaster
- Mass Causality
- Epidemic/Pandemic

Others as determined by the District-wide School Safety Team

Due to security reasons, specifics are listed only in each building plan.

Responses to Acts of Violence: Implied or Direct Threats

Our district's policies and procedures for responding to implied or direct threats of violence by students, teachers, other school personnel and visitors to the school include the following:

- Assume all threats are serious
- Immediately report threat to school administrator or designee
- Use of staff trained in de-escalation or other strategies to diffuse the situation
- Trained staff/administrator to conduct an assessment interview of the subject making threat
- Determine level of threat with Superintendent/Designee
- Contact appropriate law enforcement agency, if necessary, as well as parent/guardian
- Monitor situation, adjust response as appropriate, and include the possible use of the Emergency Response Team
- Appropriate collection of information and documentation for VADIR reports
- Maintain confidentiality of person reporting threat to the greatest extent possible

The training and professional development that is available to assist personnel with the above responses including, but not limited to:

- training in de-escalation or identification of early warning signs of potentially violent behavior
- threat analysis and is included in annual updates during conference days.

Acts of Violence

Our district's policies and procedures for responding to acts of violence by students, teachers, other school personnel and visitors to the school, including the following:

- Determine level of threat with Superintendent/Designee
- If the situation warrants, isolate the immediate area and evacuate if appropriate
- Inform Building Principal/Superintendent/School Resource Deputy
- If necessary, initiate lockdown procedure, and contact 911
- Monitor situation; adjust response as appropriate; if necessary, initiate early dismissal, sheltering or evacuation procedures
- Discipline, legal action

Response Protocols

Appropriate responses to emergencies, including protocols for responding to bomb threats, hostage takings, intrusions and kidnappings have been identified. The following protocols are provided as examples:

- Activation of SERT
- Assemble Incident Command Team
- Plans to safeguard students and staff
- Procedures to provide transportation, if necessary
- Procedures to notify parents
- Procedures to notify media
- Procedures to unify parents with students
- Debriefing procedures

Arrangements for Obtaining Emergency Assistance from Local Government

The arrangements for obtaining assistance during emergencies from emergency services organizations and local government agencies include the following:

- Incident Command Team in an emergency contacts 911 center for fire or EMS response
- SERT is activated
- Communications team contacts highest-ranking local government official through 911 for notification and/or assistance
- Notification of BOCES Superintendent

Procedures for Obtaining Advice and Assistance from Local Government Officials

In order to obtain advice and assistance from local government officials including the county or city officials responsible for implementation of Article 2-B of the Executive Law we shall do the following:

- Communications team in an emergency will contact emergency management coordinator and/or the highest-ranking local government official for obtaining advice and assistance by notifying 911 or the Emergency Coordinator directly.
- The district has identified resources for an emergency from the following agencies:
    - NY State Troopers
    - County Sheriff
    - County Mental Health Department
    - Red Cross

District Resources Available for Use in an Emergency

During an emergency, the following district resources are available (need to list):

- Facilities for sheltering
- buses for transportation
- trucks for transporting materials
- machinery for moving items
- emergency response equipment, lights, first aid supplies, barriers, emergency response kits, temporary shelter
- personnel with advanced training in emergency services, crisis management
- Food for temporary sheltering (3 day supply)
- Personal needs (blankets, medicine, toilet facilities)
- Walkie-talkies, cell phones, fax machines, computers

Procedures to Coordinate the Use of School District Resources and Manpower during Emergencies

The Building Level Safety Team is authorized to make decisions regarding the staff members assigned to provide assistance during emergencies. He/she shall also coordinate the use of school district resources and manpower during emergencies. Due to security reasons, specifics are listed only in each building plan.

Protective Action Options

The following actions shall be taken in response to an emergency where appropriate, and initiate contact with local media and the parent notification system.

- ***Early dismissal***-for situations that warrant sending students home safely prior to the end of regular school day. Arrange for transportation, contact local media and parent notification system. Establish information center so that parents may make inquiries to the situation. Retain appropriate district personnel until all students have been returned home.

- ***Evacuation*** (before, during and after school hours, including security during evacuation and evacuation routes)
  - Determine the level of threat – IC *team.*
  - Contact Logistics/Transportation Supervisor to arrange transportation
  - Clear all evacuation routes and sites prior to evacuation.
  - Evacuate all staff and students to pre-arranged evacuation sites.
  - Account for all student and staff population. Report any missing staff or students to Building Principal.
  - Incident report form

- ***Sheltering/Lock Out (internal & external)***
  - Determine the level of threat – IC team.
  - Determine location of sheltering depending on nature of incident.
  - Account for all students and staff. Report any missing staff or students to designee.
  - Determine other occupants in the building.
  - Make appropriate arrangements for human needs.
  - Take appropriate safety precautions.
  - Establish a public information officer to provide information and current status of the situation to parents, spouses and other inquiring parties.
  - Retain appropriate district personnel until all students have been returned home.

- ***School cancellation***
  When situations warrant the safety of the students to remain at home.

- ***Lock Down***
  During situations of hostile criminal act or where students/staff must be safely secured, provisions shall be in place to secure the building and occupants including but not limited to:
    - Authorizing staff to temporarily block doors to slow the access of an intruder in the event of an emergency
    - Temporary covering of vision panels in classroom doors in the event of an emergency

- ***Security of a Crime Scene***
  Procedures are in place to protect any area from disturbance where a potential crime has been committed.

- ***Weather Related***-The head bus driver shall investigate road conditions and shall contact the dispatcher, local highway departments and the New York State Police for reports on road conditions and report conditions and recommendations to the Superintendent.
    - The Superintendent shall make the decision to close
    - The Superintendent or his/her designee shall contact the Transportation Supervisor and the Building Administrators to advise them of that decision and the time for dismissal
    - The Superintendent shall contact the Radio and television stations on the emergency list as soon as it is possible so that the announcements of school closings will be announced
    - The Superintendent shall initiate the System for Parent Notification-(School Messenger emergency notification or other)
- ***Cancellation/Postponement of Activities*** – If the school remains closed or closes early because of hazardous road/weather conditions, there shall be NO activities sponsored by the school in any of the school facilities.

- ***Questar III (BOCES), Private & Parochial Transportation*** – If the district closed because of hazardous conditions of roads, students who live in the district will not be transported to Questar III or private/parochial school. If schools other than New Lebanon close because of hazardous road conditions in that district, students living in the district will not be transported to Questar III classes or to private/parochial schools in that district.

Local Media:
School Closings Network: see Building Plans for specific contact info.

RECOVERY

Post Incident Response
For initiating and establishing crisis intervention to affected employees/students and Critical Incident Stress De-Briefing to response personnel.

After an incident the school teams shall meet and review the following:
- document findings
- tabulates costs
- assesses any changes needed to the plan, added training or resources
- reevaluate the current violence prevention and school safety activities and to determine if there are any further items needed
- Ensure appropriate de-briefing and counseling services have been put in place
- Determine if any additional resources are still needed post-incident
- Restock any supplies needed
- Meet with staff, students, families, public meeting and or other methods to communicate with affected persons-students, staff, families, other affected schools
- Coordinate substitutes as needed
- Prepare staff to handle phone calls –content and volume

- Update Board
- Provide for communal support, grief and/or memorial services
- Protocols for tributes and memorials
- Develop lessons learned

District Support for Buildings & Mental Health Services

Our district resources will support the Emergency Response Teams and the Post-Incident Response Teams in the affected school(s) by:

- Providing time & place for regular meetings
- Financial resources for supplies
- Training to fulfill duty needs
- Authority to lead in emergency situations

Updated 10/2/25

Amendment to the 2025 – 2026 District Wide School Safety Plan: Cardiac Emergency Response Plan

Desha's Law

On July 24, 2025, Governor Hochul signed Desha's Law (S.5539A/A.785A), This law mandates that school safety plans include a comprehensive cardiac emergency response plan. The plan must outline procedures and designate appropriate personnel to respond to sudden cardiac arrest or similar life-threatening emergencies occurring on school grounds or at school-sponsored events.

In addition to Desha's Law, the use of on-site Automated External Defibrillators (AEDs) is required under the New York State Education Department Commissioner's Regulation CRR 136.4.

Heart attacks and sudden cardiac arrest are two different conditions. A heart attack is a circulation problem that occurs when blood flow to the heart is reduced or blocked. Sudden cardiac arrest is an electrical problem that occurs when the heart suddenly stops beating and the heart can't pump blood to the brain, lungs and other organs. Cardiac arrest causes a person to lose consciousness and pulse.

The AED Program has been developed to ensure a prompt, efficient, and effective response to sudden cardiac arrest or similar life-threatening emergencies in a school setting and outlines the emergency procedures to improve survival outcomes through early recognition and rapid response.

A designated group of school staff will be trained in CPR and AED use, and AEDs shall be clearly marked, accessible, and maintained with guidelines set by the American Heart Association. The district will also incorporate the AED Program protocols for responding to sudden cardiac arrest into the 2025–2026 Building-Level Emergency Response Plan.

AUTOMATED EXTERNAL DEFIBRILLATION (AED) PROGRAM

In order to enhance safety measures for the staff, students and guests within New Lebanon CSD, the district has instituted an Automated External Defibrillation program (the "AED Program"). The following measures are designed to ensure that the school personnel who operate the automated external defibrillators ("AED") are properly trained, that all AED equipment is maintained in good operating condition, and that all New York State Laws, rules and regulations applicable to the program are strictly adhered to by the New Lebanon CSD.

AED Program Coordinator

The AED Program Coordinator for the school district shall be the district's RN. The AED Program Coordinator shall be responsible for the implementation of each section of this procedure.

Training

1. AEDs are designed for public use, with clear voice prompts and built-in safeguards that ensure a shock is delivered only when necessary. In an emergency, even someone without certification can follow these prompts to operate the device effectively; however, this does not replace the requirement for having certified staff on-site.

2. The AED coordinator will organize and schedule a training course in the operation of AEDs approved by the New York State Department of Health for the purpose of training people in the use of AEDs. The school district will ensure an adequate number of employees are trained. It is recommended that the following employees are formally trained: school nurses, administrators, after-school chaperones, and anyone else interested in the training.

3. All trained personnel must maintain on file with the district written certification or other evidence establishing successful completion of an approved AED training course.

4. During a faculty meeting each school nurse will provide yearly informal training in the use of AEDs to faculty and staff. The goal of this training is to make sure all staff know where to find the AED's and have general knowledge of how to use the AED. In an emergency and if no one certified is available, any person can and should use the AED.

Location

The New Lebanon Central School District has 7 AED Units, which are available in the following locations:

1. WBH Elementary School
   - Main Lobby
   - Gymnasium entrance

2. New Lebanon JSHS
    - Athletic Director's office
    - Pool area (inside)
    - Main hallway (nurses office hall)
    - Outside the District Office

3. Bus Garage
    - Main door entrance

Placement of units varies by building but all units are within the 4-5 minute response time as recommended by the New York State Education Department.

Maintenance and Inspection of AED Unit(s)

All AED units shall be kept protected in their cases, as supplied by the manufacturer, and shall be kept in a clean, warm, and dry location at all times when not in use.

Regular Inspections

The Building nurse shall be responsible for checking the status indicator on the AED Units. The Athletic Director and building nurse are responsible for ensuring units are inspected regularly. The black hourglass should be flashing - indicating the unit is operational. During the summer, the maintenance staff shall be responsible for inspections of units located in the building. Problems noted during the inspection process shall be reported to the AED Program Coordinator or their designee.

Building nurses shall be responsible for conducting alarm box function tests on AED units regularly, as well as verifying the presence of each required unit. The school nurses shall be required to conduct a monthly inspection to ensure the adequacy of supplies and accessories and examine the units for defects.

If a problem is detected in any such inspection, the AED unit should be serviced or attended to immediately. The person inspecting the unit and detecting the problems shall promptly notify the AED Program Coordinator to report the results of the inspection.

Maintenance

The AED Program Coordinator is responsible for monitoring and purchasing of batteries and pads in order to keep the units in an operational state.

Fire Drills and Evacuations

In the event of building evacuation, nurses shall be responsible for bringing AED units to the command post.

In the Event of Emergency

The goal is to improve an individual's chance of survival after experiencing sudden cardiac arrest.

Procedure After Onset of Cardiac Event

1. Responder calls for assistance and requests an AED. The responder shall notify the main office of the location and details of the event.

   The responder will assess the safety of the incident scene and take precautions as necessary. If the scene is safe, the responder should assess the patient status if:

   a. Patient is alert/conscious: Place person in position of comfort and monitor until EMS arrives.
   b. Patient is unconscious: Initiate CPR protocols if properly trained.

2. Main Office staff, or authorized personnel, will:
   a. Notify emergency services by calling 911, providing any details given.
   b. Alert authorized person if one is not currently at the incident.
   c. Notify Superintendent's Office of the incident and any known details.

3. AED authorized person will (until arrival of EMS):
   a. Report to the location with AED device, assess scene safety and take personal precautions.
   b. Assess the patient status. If CPR is in progress, assist in administration and prepare AED unit for use.
   c. Apply AED unit and defibrillate if indicated, following prompts as provided.

Contraindications
PATIENT IS CONSCIOUS
PATIENT IS BREATHING
PATIENT HAS PULSE

   * Use pediatric pads for pediatric patients

   d. Continue CPR if warranted or monitor patient's status until EMS arrives.
   e. Authorized personnel will complete the district's AED report prior to the departure of the responding EMS agency.

4. Following completion of incident, authorized personnel will meet and assist in developing a de-escalation plan with if needed.

After the Arrival of Medical Assistance

1. After EMS has reached the location of the emergency, the school district employees who have been attending to the situation shall remain at the scene to assist EMS as needed.

2. The school district shall complete reports with respect to each incident involving use of an AED. It is imperative that the information be retrieved after any AED unit's use.

Documentation Requirements

In the event that any AED is used, the following steps are required:

1. The authorized personnel using the AED shall complete an incident report.

2. The nurse shall be responsible for reporting AED use to the Regional Emergency Management Office (REMO).