

Regular  
Monday, October 12, 2020 7:00 PM

Central Office Conference Room  
225 Pleasant St  
Saranac, Michigan 48881

## **Agenda**

1. Call to Order \_\_\_\_\_
2. Pledge of Allegiance
3. Additions, Deletions & Modifications to the Agenda
4. Approval of Minutes
5. Treasurer's Report for September
6. Action Items
  - a. Accept Gifts
  - b. Pay Bills
  - c. Superintendent's Contract
7. Reports/Presentations
  - a. Graduation Day for 2021
  - b. Review Emergency Operations Plan
8. Comments from Guests - Non Agenda Items
9. Superintendent's Report
10. Board Requests/Reports
11. Communications
12. Other
13. Adjournment \_\_\_\_\_

Saranac Community Schools  
Board of Education  
Meeting #4

The regular meeting of the Saranac Community Schools Board of Education was held on Monday, September 14, 2020 in the Conference Room, Saranac Central Office, 225 Pleasant Street, Saranac, MI.

President, Sarah Doll called the meeting to order at 7:00 p.m.

Present: Courtney, Doll, Elliott (Via Zoom), Hawkins, Jackson, Price & VanKuiken.

Mike Catrell led in the Pledge of Allegiance.

**APPROVAL OF MINUTES:** Minutes from regular meeting dated August 24 and Finance Committee Minutes dated September 9 were approved as presented.

**ADDITIONS, DELETIONS & MODIFICATIONS TO THE AGENDA:** None

**COMMENTS FROM GUESTS – AGENDA ITEMS:** None

**RESOLUTION TO GRANT EMERGENCY POWERS TO THE SUPERINTENDENT:**

Motion by VanKuiken, supported by Courtney that the Saranac Board of Education approve the Resolution to Grant Emergency Powers to the Superintendent during the 2020-2021 School Year as presented.

Roll Call Vote: Yes Votes: Courtney, Doll, Elliott (Via Zoom), Hawkins, Jackson, Price and VanKuiken. Motion Carried.

**BILLS PAID:** Board member Kevin Courtney abstained from voting.

Motion by Hawkins, supported by Jackson that the Saranac Board of Education approve the bills paid from General Fund for August in the amount of \$606,500.23, and the Building & Site Funds totaling \$15,447.10 as presented.

Roll Call Vote: Yes Votes: Doll, Elliott (Via Zoom), Hawkins, Jackson, Price and VanKuiken. Motion Carried.

**HIRE STAFF:** Elementary Principal, Mike Catrell received five resumes for the Kindergarten position and interviewed two. He is recommending Haylee Batzer for this position. Haylee started on August 31.

Motion by Hawkins, supported by Elliott that the Saranac Board of Education hire Haylee Batzer as a Kindergarten teacher at Saranac Elementary School as presented.

Roll Call Vote: Yes Votes: Courtney, Doll, Elliott (Via Zoom), Hawkins, Jackson, Price and VanKuiken. Motion Carried.

**SUPERINTENDENT'S EVALUATION TIMELINE:** Superintendent, Jason Smith presented the timeline for his evaluation for the 2020-2021 school year. The remainder of the dates will be filled in later.

**UPDATE ON LEGISLATIVE IMPACT ON SARANAC:** Superintendent, Jason Smith presented recent legislative impact on schools. Every 30 days districts have to present to their boards a reconfirmation meeting for extended COVID-19 Learning Plan Implementation.

Mr. Smith requested a special board meeting for September 28 to review the learning plan before it's submitted to the Ionia County ISD.

**COMMENTS FROM GUESTS – NON-AGENDA ITEMS:** The board received public comment via zoom.

**SUPERINTENDENT'S REPORT:** Mr. Smith reported that athletics have started with limitations and guidelines. With the help of the health department, they have given us recommendations. Mr. Smith appreciates, and thanked all of our coaches as they navigate through all the limitations and guidelines.

**BOARD REQUESTS/REPORTS:** A board member suggested the board have some type of potluck just to get together as a casual gathering.

A board member wondered why the school's baseball field was being used by an outside organization over the weekend; he was frustrated they were not following protocol for masks. He also wondered why students are not allowed to use microwaves. The board member has reached out to Representative Julie Calley.

A board member was contacted regarding graduation next year.

**COMMUNICATIONS:** None

**OTHER:** Board President, Sarah Doll asked to have an action item for the next board meeting regarding the Superintendent's Contract.

There being no further business to come before the Board at this time, and no objection, the meeting adjourned at 7:53 p.m.

Respectfully submitted,

Ted VanKuiken  
Secretary

Saranac Community Schools  
Board of Education  
Special Meeting

A special meeting of the Saranac Community Schools Board of Education was held on Monday, September 28, 2020 in the Conference Room, Saranac Central Office, 225 Pleasant Street, Saranac, MI.

President, Sarah Doll called the meeting to order at 7:00 p.m.

Present: Doll, Elliott (Via Zoom), Hawkins, Jackson, Price & VanKuiken.

Absent: Courtney

Roy Hawkins led in the Pledge of Allegiance.

**ADDITIONS, DELETIONS & MODIFICATIONS TO THE AGENDA:** None

**COMMENTS FROM GUESTS – AGENDA ITEMS:** The Board received public comment via zoom.

**COVID-19 BENCHMARK GOALS AND EXTENDED CONTINUITY OF LEARNING PLAN:** Superintendent, Jason Smith presented the entire plan to the board. This needs to be presented and reviewed once a month, and then submitted to our ISD.

Mrs. Serne reported that the custodians, teachers and support staff have worked so hard getting the school year on track.

Mr. Leader reported that the in-person is going well. Teachers have adapted well. Masks & social distancing is also going well. On-line started with 122 students and is now at 83. We are starting to get students not showing up on-line. Teachers are getting concerned how lack of attendance could affect learning. The arrival and dismissal of students is going well.

Mr. Catrell reported at the Elementary School everything is going okay. The elementary assessment scores are lower than expected and staff is working very hard.

Motion by Hawkins, supported by Price that the Saranac Board of Education approve the COVID-19 Benchmark Goals and Extended Continuity of Learning Plan as presented.

Roll Call Vote: Yes Votes: Doll, Elliott (Via Zoom), Hawkins, Jackson, Price and VanKuiken.  
Motion Carried.

**SUPERINTENDENT'S CONTRACT:** Board President, Sarah Doll presented Mr. Smith's contract. This will be brought back for action at the October 12 meeting.

**COMMENTS FROM GUESTS – NON-AGENDA ITEMS:** The board received public comment via zoom.

**OTHER:** Superintendent, Jason Smith updated the board on FY 21 budget. Stacy McKinch was hired as the Food Service Director, and the board reviewed different models to adjust to in-person and virtual learning needs.

There being no further business to come before the Board at this time, and no objection, the meeting adjourned at 8:30 p.m.

Respectfully submitted,

Ted VanKuiken  
Secretary

TO: Board of Education

FROM: Jason Smith, Superintendent

SUBJECT: Accept Gifts

Here are the latest gifts received for September & October.

To:	Donation for:	Amount
Football Program	Donation	\$ 1,000.00
Classroom Supplies	Donation	\$ 100.00
Laptop Computers	Donation	\$ -
Covid 19 Supplies	Donation	\$ 500.00
Masks for kids	Donation	\$ -
Saranac Promise	Donation	\$ 97.50
Saranac Promise	Donation	\$ 400.00
Saranac Promise	Donation	\$ 150.00
Saranac Promise	Donation	\$ 200.00
Saranac Promise	Donation	\$ 50.00
Saranac Promise	Donation	\$ 100.00
Saranac Promise	Donation	\$ 69.00
Saranac Promise	Donation	\$ 500.00
Saranac Promise	Donation	\$ 100.00
Saranac Promise	Donation	\$ 200.00
Saranac Promise	Donation	\$ 100.00
Total This Month		\$ 3,566.50
<b>Total Gifts for 2020-2021 Including This Month</b>		\$ 3,566.50

Suggested Resolution

I move that the Saranac Board of Education accept the gifts as listed above totaling \$3,566.50 for the months of September & October as presented.

Motion by \_\_\_\_\_ Supported by \_\_\_\_\_

Discussion: Yes \_\_\_\_\_ No \_\_\_\_\_

Approved/Denied: Yes \_\_\_\_\_ No \_\_\_\_\_

TO: Board of Education

FROM: Jason Smith, Superintendent

SUBJECT: Approval of Bills

- Bills Paid: \$625,393.60 from General Fund for September & October.

Suggested Resolution

I move that the Saranac Board of Education approve the bills paid from General Fund for September & October in the amount of \$625,393.60 as presented.

Motion by \_\_\_\_\_ Supported by \_\_\_\_\_

Discussion: Yes \_\_\_\_\_ No \_\_\_\_\_

Approved/Denied: Yes \_\_\_\_\_ No \_\_\_\_\_

Saranac Community Schools  
**Payment Batch Register**  
 Bank Account: GF CHECKING - General Fund Checking  
 Batch Date: 09/17/2020

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
<b>Bank Account:</b> GF CHECKING - General Fund Checking					
Check	09/17/2020	63210 Accounts Payable	UNUM Life Insurance Company of America		276.97
	Invoice	Date	Description		Amount
	04135500016/O20	09/17/2020	October Insurance Premium		276.97
GF CHECKING General Fund Checking Totals:			Transactions: 1		<u>\$276.97</u>
Checks:	1		\$276.97		



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Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
<b>Bank Account: GF CHECKING - General Fund Checking</b>					
Check	09/17/2020	63211 Accounts Payable	Batzer , Haylee		50.00
	Invoice		Date	Description	Amount
		JS9162020	09/16/2020	Face Mask Reimbursement	50.00
Check	09/17/2020	63212 Accounts Payable	BERGY, TERI		50.00
	Invoice		Date	Description	Amount
		JS9162020	09/16/2020	Face Mask Reimbursement	50.00
Check	09/17/2020	63213 Accounts Payable	Besson , Margaret		50.00
	Invoice		Date	Description	Amount
		JS9162020	09/16/2020	Face Mask Reimbursement	50.00
Check	09/17/2020	63214 Accounts Payable	BRUNETTE, TERI		50.00
	Invoice		Date	Description	Amount
		JS962020	09/16/2020	Face Mask Reimbursement	50.00
Check	09/17/2020	63215 Accounts Payable	CATRELL, TINA		50.00
	Invoice		Date	Description	Amount
		JS9162020	09/16/2020	Face Mask Reimbursement	50.00
Check	09/17/2020	63216 Accounts Payable	Chadwick , Russell		50.00
	Invoice		Date	Description	Amount
		JS9162020	09/16/2020	Face Mask Reimbursement	50.00
Check	09/17/2020	63217 Accounts Payable	Chaffins , Melissa		50.00
	Invoice		Date	Description	Amount
		JS9162020	09/16/2020	Face Mask Reimbursement	50.00
Check	09/17/2020	63218 Accounts Payable	CHIPMAN, SUE		50.00
	Invoice		Date	Description	Amount
		JS9182020	09/17/2020	Face Mask Reimbursement	50.00
Check	09/17/2020	63219 Accounts Payable	CIZAUSKAS, BARB		50.00
	Invoice		Date	Description	Amount
		JS9162020	09/16/2020	Face Mask Reimbursement	50.00

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Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
Check	09/17/2020	63220 Accounts Payable	COOPER, CATHY		50.00
	Invoice	Date	Description		Amount
	JS9162020	09/16/2020	Face Mask Reimbursement		50.00
Check	09/17/2020	63221 Accounts Payable	Edwards , Becky		50.00
	Invoice	Date	Description		Amount
	JS9162020	09/16/2020	Face Mask Reimbursement		50.00
Check	09/17/2020	63222 Accounts Payable	Eisen , Adam		50.00
	Invoice	Date	Description		Amount
	JS9162020	09/16/2020	Face Mask Reimbursement		50.00
Check	09/17/2020	63223 Accounts Payable	FOUNTAIN, GLENN		50.00
	Invoice	Date	Description		Amount
	JS 9162020	09/16/2020	Face Mask Reimbursement		50.00
Check	09/17/2020	63224 Accounts Payable	GALLAGHER, SARAH		50.00
	Invoice	Date	Description		Amount
	JS9162020	09/16/2020	Face Mask Reimbursement		50.00
Check	09/17/2020	63225 Accounts Payable	Griffin , Becky		50.00
	Invoice	Date	Description		Amount
	JS9162020	09/16/2020	Face Mask Reimbursement		50.00
Check	09/17/2020	63226 Accounts Payable	Hanacek , Shelia		50.00
	Invoice	Date	Description		Amount
	JS9162020	09/16/2020	Face Mask Reimbursement		50.00
Check	09/17/2020	63227 Accounts Payable	HARDY , KATE		50.00
	Invoice	Date	Description		Amount
	JS9162020	09/16/2020	Face Mask Reimbursement		50.00
Check	09/17/2020	63228 Accounts Payable	Helminski , Nancy		50.00
	Invoice	Date	Description		Amount
	JS9162020	09/16/2020	Face Mask Reimbursement		50.00
Check	09/17/2020	63229 Accounts Payable	Herrick , Kelly		50.00

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Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
	Invoice		Date	Description	Amount
	JS9162020		09/16/2020	Face Mask Reimbursement	50.00
Check	09/17/2020	63230 Accounts Payable	Johnson , Jennifer		50.00
	Invoice		Date	Description	Amount
	JS9162020		09/16/2020	Face Mask Reimbursement	50.00
Check	09/17/2020	63231 Accounts Payable	JORGENSEN, MAUREEN		50.00
	Invoice		Date	Description	Amount
	JS9162020		09/16/2020	Face Mask Reimbursement	50.00
Check	09/17/2020	63232 Accounts Payable	Kauffman , Connie		50.00
	Invoice		Date	Description	Amount
	JS9162020		09/16/2020	Face Mask Reimbursement	50.00
Check	09/17/2020	63233 Accounts Payable	LEADER, JOSHUA		50.00
	Invoice		Date	Description	Amount
	JS9162020		09/16/2020	Face Mask Reimbursement	50.00
Check	09/17/2020	63234 Accounts Payable	MANION, JOEL		50.00
	Invoice		Date	Description	Amount
	JS9162020		09/16/2020	Face Mask Reimbursement	50.00
Check	09/17/2020	63235 Accounts Payable	MCGEE, AMY		50.00
	Invoice		Date	Description	Amount
	JS9162020		09/16/2020	Face Mask Reimbursement	50.00
Check	09/17/2020	63236 Accounts Payable	McRae , James		50.00
	Invoice		Date	Description	Amount
	JS9162020		09/16/2020	Face Mask Reimbursement	50.00
Check	09/17/2020	63237 Accounts Payable	Milbratz , Sarah		50.00
	Invoice		Date	Description	Amount
	JS9162020		09/16/2020	Face Mask Reimbursement	50.00
Check	09/17/2020	63238 Accounts Payable	MILES, AMY		50.00
	Invoice		Date	Description	Amount

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Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
	JS9162020		09/16/2020	Face Mask Reimbursement	50.00
Check	09/17/2020	63239 Accounts Payable	MILES, STEVE		50.00
	Invoice		Date	Description	Amount
	JS9162020		09/16/2020	Face Mask Reimbursement	50.00
Check	09/17/2020	63240 Accounts Payable	Milks , Molly		50.00
	Invoice		Date	Description	Amount
	JS9172020		09/17/2020	Face Mask Reimbursement	50.00
Check	09/17/2020	63241 Accounts Payable	Mutschler , Brandy		50.00
	Invoice		Date	Description	Amount
	JS9162020		09/16/2020	Face Mask Reimbursement	50.00
Check	09/17/2020	63242 Accounts Payable	MUTSCHLER, MANDY		50.00
	Invoice		Date	Description	Amount
	JS9162020		09/16/2020	Face Mask Reimbursement	50.00
Check	09/17/2020	63243 Accounts Payable	Naylor , Robert		50.00
	Invoice		Date	Description	Amount
	JS9172020		09/17/2020	Face Mask Reimbursement	50.00
Check	09/17/2020	63244 Accounts Payable	Newell , Ann		50.00
	Invoice		Date	Description	Amount
	JS9162020		09/16/2020	Face Mask Reimbursement	50.00
Check	09/17/2020	63245 Accounts Payable	O'Boyle , Laurel		50.00
	Invoice		Date	Description	Amount
	JS9162020		09/16/2020	Face Mask Reimbursement	50.00
Check	09/17/2020	63246 Accounts Payable	PLUMLEY, PHYLLIS		50.00
	Invoice		Date	Description	Amount
	JS9162020		09/16/2020	Face Mask Reimbursement	50.00
Check	09/17/2020	63247 Accounts Payable	Ralph , Nicole		50.00
	Invoice		Date	Description	Amount
	JS9162020		09/16/2020	Face Mask Reimbursement	50.00

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Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
Check	09/17/2020	63248 Accounts Payable	RASMUS TARA		50.00
	Invoice	Date	Description		Amount
	JS9162020	09/16/2020	Face Mask Reimbursement		50.00
Check	09/17/2020	63249 Accounts Payable	RICHTER, ROBERT		50.00
	Invoice	Date	Description		Amount
	JS9162020	09/16/2020	Face Mask Reimbursement		50.00
Check	09/17/2020	63250 Accounts Payable	Ruid , Pamela		50.00
	Invoice	Date	Description		Amount
	JS9162020	09/16/2020	Face Mask Reimbursement		50.00
Check	09/17/2020	63251 Accounts Payable	SERNE, SARA		50.00
	Invoice	Date	Description		Amount
	JS9162020	09/16/2020	Face Mask Reimbursement		50.00
Check	09/17/2020	63252 Accounts Payable	SILVERNAIL, LORI		50.00
	Invoice	Date	Description		Amount
	JS9162020	09/16/2020	Face Mask Reimbursement		50.00
Check	09/17/2020	63253 Accounts Payable	SMITH, DIANA		50.00
	Invoice	Date	Description		Amount
	JS9162020	09/16/2020	Face Mask Reimbursement		50.00
Check	09/17/2020	63254 Accounts Payable	THOMAS, KELLI		50.00
	Invoice	Date	Description		Amount
	JS9172020	09/17/2020	Face Mask Reimbursement		50.00
Check	09/17/2020	63255 Accounts Payable	Tompkins , Steve		50.00
	Invoice	Date	Description		Amount
	JS9162020	09/16/2020	Face Mask Reimbursement		50.00
Check	09/17/2020	63256 Accounts Payable	UPDYKE, CHRIS		50.00
	Invoice	Date	Description		Amount
	JS9162020	09/16/2020	Face Mask Reimbursement		50.00
Check	09/17/2020	63257 Accounts Payable	UPDYKE, GREGG		50.00

Saranac Community Schools  
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Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
	Invoice		Date	Description	Amount
	JS9162020		09/16/2020	Face Mask Reimbursement	50.00
Check	09/17/2020	63258 Accounts Payable	Villanuera , Tessa		50.00
	Invoice		Date	Description	Amount
	JS9162020		09/16/2020	Face Mask Reimbursement	50.00
Check	09/17/2020	63259 Accounts Payable	WHITE, THOMAS		50.00
	Invoice		Date	Description	Amount
	JS9162020		09/16/2020	Face Mask Reimbursement	50.00
GF CHECKING General Fund Checking Totals:				Transactions: 49	\$2,450.00
Checks:		49		\$2,450.00	

Saranac Community Schools  
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 Bank Account: GF CHECKING - General Fund Checking  
 Batch Date: 09/18/2020

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
<b>Bank Account: GF CHECKING - General Fund Checking</b>					
Check	09/18/2020	63260 Accounts Payable	Advanced Pension Solution Inc.		200.00
	Invoice	Date	Description		Amount
	9.18 PR	09/18/2020	9.18 PR		200.00
Check	09/18/2020	63261 Accounts Payable	American Fidelity Assurance		476.63
	Invoice	Date	Description		Amount
	9.18 PR	09/18/2020	CUSTOMER 95799		476.63
Check	09/18/2020	63262 Accounts Payable	American Fidelity Assurance Company		481.64
	Invoice	Date	Description		Amount
	1863265a	09/18/2020	CUSTOMER 95799		481.64
Check	09/18/2020	63263 Accounts Payable	HORACE MANN		1,609.91
	Invoice	Date	Description		Amount
	9.18 PR	09/18/2020	GROUP 210403A		1,609.91
Check	09/18/2020	63264 Accounts Payable	MICHIGAN STATE DISBURSEMENT UNIT		201.61
	Invoice	Date	Description		Amount
	9.18	09/18/2020	9.18 PR		201.61
Check	09/18/2020	63265 Accounts Payable	Transamerica Employee Benefits		47.30
	Invoice	Date	Description		Amount
	9.18 PR	09/18/2020	9.18 PR		47.30
GF CHECKING General Fund Checking Totals:			Transactions: 6		\$3,017.09
Checks:	6	\$3,017.09			

Saranac Community Schools  
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 Batch Date: 09/18/2020

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
<b>Bank Account: GF CHECKING - General Fund Checking</b>					
Check	09/18/2020	63266 Accounts Payable	A PARTS WAREHOUSE		1,661.80
	Invoice	Date	Description		Amount
	158515	09/08/2020	Bus Letters		61.80
	158534	09/08/2020	Portable Child Restraints		1,600.00
Check	09/18/2020	63267 Accounts Payable	A.B. Dick Document Solutions		71.11
	Invoice	Date	Description		Amount
	33AR514285	09/08/2020	Printers		71.11
Check	09/18/2020	63268 Accounts Payable	APPLE INC.		1,196.00
	Invoice	Date	Description		Amount
	AD00921649	09/08/2020	Ipads		1,196.00
Check	09/18/2020	63269 Accounts Payable	AT&T		315.87
	Invoice	Date	Description		Amount
	JS9142020	09/08/2020	911 Lines		315.87
Check	09/18/2020	63270 Accounts Payable	AURORA GROUP OF MICHIGAN, LLC		990.00
	Invoice	Date	Description		Amount
	200801	09/08/2020	Firewall Work		990.00
Check	09/18/2020	63271 Accounts Payable	BROGGER, RENEE		87.94
	Invoice	Date	Description		Amount
	JS922020	09/08/2020	ES Teaching Supplies		87.94
Check	09/18/2020	63272 Accounts Payable	CATRELL, MIKE		82.50
	Invoice	Date	Description		Amount
	JS982020	09/08/2020	Books		82.50
Check	09/18/2020	63273 Accounts Payable	CATRELL, TINA		253.49
	Invoice	Date	Description		Amount
	JS9102020	09/08/2020	SEF Grant Reimbursement		253.49
Check	09/18/2020	63274 Accounts Payable	CDW GOVERNMENT, INC.		43.82
	Invoice	Date	Description		Amount



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Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
		2021-00000089	09/08/2020	Covid-Tech	43.82
Check	09/18/2020	63275 Accounts Payable	CH&H LEASING		2,395.81
		Invoice	Date	Description	Amount
		109992	09/08/2020	Bus Repairs-171	2,395.81
Check	09/18/2020	63276 Accounts Payable	Chadwick , Russell		320.47
		Invoice	Date	Description	Amount
		JS922020	09/08/2020	Coid Screen/JSH Teaching Supplies	320.47
Check	09/18/2020	63277 Accounts Payable	ENGINEERED PROTECTION SYSTEMS		442.35
		Invoice	Date	Description	Amount
		A1211941	09/08/2020	JSH Quarterly Monitoring	228.30
		A1211942	09/08/2020	Admin Quarterly Monitoring	214.05
Check	09/18/2020	63278 Accounts Payable	Evans , Amy		19.75
		Invoice	Date	Description	Amount
		JS992020	09/08/2020	ES Teaching Supplies	19.75
Check	09/18/2020	63279 Accounts Payable	FIRE PROS, INC.		3,119.78
		Invoice	Date	Description	Amount
		INV-1794746	09/08/2020	Wet Sprinkler System Inspection-Annual	270.00
		INV-1794747	09/08/2020	Annual Wet Sprinkler System Inspection-Admin	155.00
		INV-1794758	09/08/2020	Sprinkler System & Fire Pump Inspection-JSH	1,565.00
		INV-1794795	09/08/2020	Fire Extinguisher Inspection & Maintenance-JSH	747.53
		INV-1794796	09/08/2020	Fire Extinguisher Portable Inspection-Admin	14.25
		INV-1794848	09/08/2020	Fire Extinguisher Inspection-Bus Garage	368.00
Check	09/18/2020	63280 Accounts Payable	G2 Performance, LLC		624.50
		Invoice	Date	Description	Amount
		9038	09/08/2020	Matt Stauffer Order	624.50
Check	09/18/2020	63281 Accounts Payable	Gallagher Uniform		432.53
		Invoice	Date	Description	Amount
		10691444	09/08/2020	Towels & Uniforms	50.46
		1692399	09/08/2020	Towels & Uniforms	107.25
		10693538	09/08/2020	Mop heads/Towels & Uniforms	167.57

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 Batch Date: 09/18/2020

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
		10694507	09/08/2020	Towels & Uniforms	107.25
Check	09/18/2020	63282 Accounts Payable	GALLAGHER, SARAH		98.48
		Invoice	Date	Description	Amount
		JS9112020	09/08/2020	SEF Grant Reimbursement	98.48
Check	09/18/2020	63283 Accounts Payable	IONIA COUNTY SHOPPER'S GUIDE		543.20
		Invoice	Date	Description	Amount
		1000-3925	09/08/2020	Ads	543.20
Check	09/18/2020	63284 Accounts Payable	Johnson Controls		1,028.77
		Invoice	Date	Description	Amount
		87026901	09/08/2020	Labor & Materials To Fix Smoke Detectors At ES	1,028.77
Check	09/18/2020	63285 Accounts Payable	LANSING SANITARY SUPPLY, INC.		436.46
		Invoice	Date	Description	Amount
		1094701	09/08/2020	Custodial Supplies	436.46
Check	09/18/2020	63286 Accounts Payable	Les's Sanitary Service		630.00
		Invoice	Date	Description	Amount
		17024/Sept20	09/08/2020	Trash Removal	630.00
Check	09/18/2020	63287 Accounts Payable	MCGEE, AMY		97.00
		Invoice	Date	Description	Amount
		JS912020	09/08/2020	EB Academic Camps Reimbursement	97.00
Check	09/18/2020	63288 Accounts Payable	MCPHERSON, DORIS		38.40
		Invoice	Date	Description	Amount
		JS972020	09/08/2020	ES Teaching Supplies	38.40
Check	09/18/2020	63289 Accounts Payable	MENARDS-IONIA		55.81
		Invoice	Date	Description	Amount
		21825	09/08/2020	Maintenance Supplies	15.84
		22348	09/08/2020	Maint. Supplies	39.97
Check	09/18/2020	63290 Accounts Payable	METS		2,466.68
		Invoice	Date	Description	Amount

Saranac Community Schools  
**Payment Batch Register**  
 Bank Account: GF CHECKING - General Fund Checking  
 Batch Date: 09/18/2020

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
	16163		09/08/2020	Salaries & Fees	2,466.68
Check	09/18/2020	63291 Accounts Payable	MILES, AMY		46.60
	Invoice		Date	Description	Amount
	JS982020		09/08/2020	ES Teaching Supplies	46.60
Check	09/18/2020	63292 Accounts Payable	MILES, STEVE		42.38
	Invoice		Date	Description	Amount
	JS992020		09/08/2020	JSH Teaching Supplies	42.38
Check	09/18/2020	63293 Accounts Payable	NASCO		8.40
	Invoice		Date	Description	Amount
	912869		09/08/2020	B Kelly Order	8.40
Check	09/18/2020	63294 Accounts Payable	Naylor , Robert		207.98
	Invoice		Date	Description	Amount
	JS912020		09/08/2020	face Mask-ES	207.98
Check	09/18/2020	63295 Accounts Payable	PCMI		2,443.63
	Invoice		Date	Description	Amount
	70934		09/08/2020	Sub Salaries & Fees	419.60
	71041		09/08/2020	Salaries & Fees	2,024.03
Check	09/18/2020	63296 Accounts Payable	Peterson, , Dawn		50.00
	Invoice		Date	Description	Amount
	JS912020		09/08/2020	ES Teaching Supplies	50.00
Check	09/18/2020	63297 Accounts Payable	REYNOLDS & SONS, INC		20.85
	Invoice		Date	Description	Amount
	108194		09/08/2020	Scorebooks-VB	20.85
Check	09/18/2020	63298 Accounts Payable	SANDERS STACY		267.93
	Invoice		Date	Description	Amount
	JS8312020		09/08/2020	ES Teaching Supplies	141.21
	JS982020		09/08/2020	ES Teaching Supplies	126.72
Check	09/18/2020	63299 Accounts Payable	SARANAC HARDWARE		142.40

**Saranac Community Schools**  
**Payment Batch Register**  
 Bank Account: GF CHECKING - General Fund Checking  
 Batch Date: 09/18/2020

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
	Invoice		Date	Description	Amount
	85588		09/08/2020	Maintenance Supplies	142.40
Check	09/18/2020	63300 Accounts Payable	SCHOLASTIC, INC.		1,006.07
	Invoice		Date	Description	Amount
	23643742		09/08/2020	Election Skills Magazine-SEF Grant	1,006.07
Check	09/18/2020	63301 Accounts Payable	SCHOOL SPECIALTY INC.		75.39
	Invoice		Date	Description	Amount
	208125965904		09/08/2020	Brogger Order	26.11
	208125966555		09/08/2020	ES Office Oreder	49.28
Check	09/18/2020	63302 Accounts Payable	SERVICE REPRODUCTION COMPANY		643.27
	Invoice		Date	Description	Amount
	407381		09/08/2020	B Kelly Order	643.27
Check	09/18/2020	63303 Accounts Payable	SHERWIN WILLIAMS COMPANY		44.49
	Invoice		Date	Description	Amount
	0685-3		09/08/2020	Paint	44.49
Check	09/18/2020	63304 Accounts Payable	SMITH, STEPHANIE		60.00
	Invoice		Date	Description	Amount
	JS982020		09/08/2020	Membership Fee-SEF	60.00
Check	09/18/2020	63305 Accounts Payable	State Of Michigan		180.00
	Invoice		Date	Description	Amount
	JS992020		09/08/2020	MiDEAL Membership Renewal	180.00
Check	09/18/2020	63306 Accounts Payable	SUNRISE SUPPLIES, INC.		630.00
	Invoice		Date	Description	Amount
	23444		09/08/2020	Custodial Supplies	210.00
	23462		09/08/2020	Nitrile Gloves	231.00
	23473		09/08/2020	Gloves	189.00
Check	09/18/2020	63307 Accounts Payable	Sweetwater		1,565.25
	Invoice		Date	Description	Amount
	24067749		09/08/2020	T Wernette Order-SEF	1,565.25

Saranac Community Schools  
**Payment Batch Register**  
 Bank Account: GF CHECKING - General Fund Checking  
 Batch Date: 09/18/2020

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
Check	09/18/2020	63308 Accounts Payable	TCI		4,835.00
	Invoice	Date	Description		Amount
	INV71199	09/08/2020	Amy McGee Order		4,835.00
Check	09/18/2020	63309 Accounts Payable	Unity School Bus Parts		22.40
	Invoice	Date	Description		Amount
	0475578-IN	09/08/2020	Transportation Supplies		22.40
Check	09/18/2020	63310 Accounts Payable	Villanuera , Tessa		19.99
	Invoice	Date	Description		Amount
	JS9142020	09/08/2020	Touchless Mouse-Covid		19.99
Check	09/18/2020	63311 Accounts Payable	West Michigan International		215.28
	Invoice	Date	Description		Amount
	X101202429:01	09/08/2020	Parts		215.28
Check	09/18/2020	63312 Accounts Payable	WESTERN TEL-COM, INC.		6,270.00
	Invoice	Date	Description		Amount
	033935	09/08/2020	Fiber Optic Outage Cost		6,270.00
Check	09/18/2020	63313 Accounts Payable	WINZER CORPORATION		331.54
	Invoice	Date	Description		Amount
	6694397	09/08/2020	Transportation Supplies		331.54
GF CHECKING General Fund Checking Totals:			Transactions: 48		\$36,581.37
Checks:	48	\$36,581.37			

Saranac Community Schools  
**Payment Batch Register**  
 Bank Account: GF CHECKING - General Fund Checking  
 Batch Date: 09/22/2020

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
<b>Bank Account: GF CHECKING - General Fund Checking</b>					
Check	09/22/2020	63314 Accounts Payable	Blough , Tammy		50.00
	Invoice		Date	Description	Amount
		JS9212020	09/21/2020	Face Mask Reimbursement	50.00
Check	09/22/2020	63315 Accounts Payable	Bolt , Dawn		50.00
	Invoice		Date	Description	Amount
		JS9212020	09/21/2020	Face Mask Reimbursement	50.00
Check	09/22/2020	63316 Accounts Payable	Deanna Gardner		50.00
	Invoice		Date	Description	Amount
		JS9212020	09/21/2020	Face Mask Reimbursement	50.00
Check	09/22/2020	63317 Accounts Payable	DePotty , Linda		50.00
	Invoice		Date	Description	Amount
		JS9222020	09/21/2020	Face Mask Reimbursement	50.00
Check	09/22/2020	63318 Accounts Payable	DOUMA JASON		50.00
	Invoice		Date	Description	Amount
		JS9212020	09/21/2020	Face Mask Reimbursement	50.00
Check	09/22/2020	63319 Accounts Payable	Evans , Amy		50.00
	Invoice		Date	Description	Amount
		JS9212020	09/21/2020	Face Mask Reimbursement	50.00
Check	09/22/2020	63320 Accounts Payable	Hotchkiss , Anita		50.00
	Invoice		Date	Description	Amount
		JS9212020	09/21/2020	Face Mask Reimbursement	50.00
Check	09/22/2020	63321 Accounts Payable	KELLY, BETH		50.00
	Invoice		Date	Description	Amount
		JS9212020	09/21/2020	Face Mask Reimbursement	50.00
Check	09/22/2020	63322 Accounts Payable	Miltgen , John		50.00
	Invoice		Date	Description	Amount
		JS9212020	09/21/2020	Face Mask Reimbursement	50.00

Saranac Community Schools  
**Payment Batch Register**  
 Bank Account: GF CHECKING - General Fund Checking  
 Batch Date: 09/22/2020

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
Check	09/22/2020	63323 Accounts Payable	REED, LINETTE		50.00
	Invoice	Date	Description		Amount
	JS9212020	09/21/2020	Face Mask Reimbursement		50.00
Check	09/22/2020	63324 Accounts Payable	STAUFFER, MATT		50.00
	Invoice	Date	Description		Amount
	JS9212020	09/21/2020	Face Mask Reimbursement		50.00
Check	09/22/2020	63325 Accounts Payable	White , Tom		50.00
	Invoice	Date	Description		Amount
	JS9212020	09/21/2020	Face Ask Reimbursement		50.00
Check	09/22/2020	63326 Accounts Payable	Young , Susann		50.00
	Invoice	Date	Description		Amount
	JS9212020	09/21/2020	Face Mask Reimbursement		50.00
GF CHECKING General Fund Checking Totals:			Transactions: 13		\$650.00
Checks:	13	\$650.00			

Saranac Community Schools  
**Payment Batch Register**  
 Bank Account: GF CHECKING - General Fund Checking  
 Batch Date: 09/23/2020

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
<b>Bank Account: GF CHECKING - General Fund Checking</b>					
Check	09/23/2020	63327 Accounts Payable	ArbiterSports		5,000.00
	Invoice		Date	Description	Amount
	JS9222020		09/21/2020	Official Salaries	5,000.00
Check	09/23/2020	63328 Accounts Payable	M.E.S.S.A.		9,151.86
	Invoice		Date	Description	Amount
	2010-0093571		09/17/2020	October Insurance Premium	9,151.86
GF CHECKING General Fund Checking Totals:			Transactions: 2		\$14,151.86
Checks:	2	\$14,151.86			



Saranac Community Schools  
**Payment Batch Register**  
 Bank Account: GF CHECKING - General Fund Checking  
 Batch Date: 09/24/2020

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
<b>Bank Account: GF CHECKING - General Fund Checking</b>					
Check	09/24/2020	63329 Accounts Payable	Bailey Ceramic Supplies		72.24
	Invoice		Description		Amount
	0416360-IN	09/24/2020	JSH Art Supplies		72.24
Check	09/24/2020	63330 Accounts Payable	SARANAC COMMUNITY SCHOOLS		94.80
	Invoice		Description		Amount
	MM9242020	09/24/2020	Postage-JSH		94.80
GF CHECKING General Fund Checking Totals:			Transactions: 2		\$167.04
Checks:	2	\$167.04			

Saranac Community Schools  
**Payment Batch Register**  
 Bank Account: GF CHECKING - General Fund Checking  
 Batch Date: 09/28/2020

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
<b>Bank Account: GF CHECKING - General Fund Checking</b>					
Check	09/28/2020	63331 Accounts Payable	ACCURATE AUTOMOTIVE INC		5,985.00
	Invoice		Date	Description	Amount
	JS9252020		09/28/2020	Used Van	5,985.00
Check	09/28/2020	63332 Accounts Payable	Cahoon , Kim		50.00
	Invoice		Date	Description	Amount
	JS9222020		09/22/2020	Face Mask Reimbursement	50.00
Check	09/28/2020	63333 Accounts Payable	Hendrick , Sue		50.00
	Invoice		Date	Description	Amount
	JS9222020		09/22/2020	Face Mask Reimbursement	50.00
Check	09/28/2020	63334 Accounts Payable	Miller , Julie		50.00
	Invoice		Date	Description	Amount
	JS9222020		09/22/2020	Face Mask Reimbursement	50.00
Check	09/28/2020	63335 Accounts Payable	SMITH, JASON		415.96
	Invoice		Date	Description	Amount
	JS9252020		09/25/2020	Car Seats-Transportation	415.96
Check	09/28/2020	63336 Accounts Payable	Swiger , Janet		50.00
	Invoice		Date	Description	Amount
	JS9222020		09/22/2020	Face Mask Reimbursement	50.00
Check	09/28/2020	63337 Accounts Payable	Voorheis , Cynthia		50.00
	Invoice		Date	Description	Amount
	JS9242020		09/22/2020	Face Mask Reimbursement	50.00
GF CHECKING General Fund Checking Totals:			Transactions: 7		\$6,650.96
Checks:	7	\$6,650.96			

Saranac Community Schools  
**Payment Batch Register**  
 Bank Account: GF CHECKING - General Fund Checking  
 Batch Date: 09/28/2020

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
<b>Bank Account: GF CHECKING - General Fund Checking</b>					
Check	09/28/2020	63338 Accounts Payable	BLUE CROSS BLUE SHIELD		7,663.16
	Invoice		Date	Description	Amount
	007043024/10-20		09/25/2020	October Insurance Premium	7,663.16
Check	09/28/2020	63339 Accounts Payable	Priority Health		4,446.78
	Invoice		Date	Description	Amount
	202590000497		09/25/2020	October Insurance Premium	4,446.78
GF CHECKING General Fund Checking Totals:			Transactions: 2		\$12,109.94
Checks:		2		\$12,109.94	

Saranac Community Schools  
**Payment Batch Register**  
 Bank Account: GF CHECKING - General Fund Checking  
 Batch Date: 09/29/2020

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
<b>Bank Account: GF CHECKING - General Fund Checking</b>					
Check	09/29/2020	63340 Accounts Payable	Priority Health		48,847.18
	<u>Invoice</u>		<u>Date</u>	<u>Description</u>	<u>Amount</u>
	202590000682		09/25/2020	October Insurance Premium	48,847.18
GF CHECKING General Fund Checking Totals:			Transactions: 1		\$48,847.18
Checks:	1	\$48,847.18			

Saranac Community Schools  
**Payment Batch Register**  
 Bank Account: GF CHECKING - General Fund Checking  
 Batch Date: 09/30/2020

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
<b>Bank Account: GF CHECKING - General Fund Checking</b>					
Check	09/30/2020	63341 Accounts Payable	A PARTS WAREHOUSE		54.84
	Invoice		Date	Description	Amount
		158856	09/21/2020	Parts	54.84
Check	09/30/2020	63342 Accounts Payable	A.B. Dick Document Solutions		824.38
	Invoice		Date	Description	Amount
		33AR518518	09/21/2020	Copier Cost	824.38
Check	09/30/2020	63343 Accounts Payable	CATRELL, TINA		9.99
	Invoice		Date	Description	Amount
		JS9252020	09/21/2020	SEF Grant Reimbursement	9.99
Check	09/30/2020	63344 Accounts Payable	Courtland Consulting		85.00
	Invoice		Date	Description	Amount
		13135	09/21/2020	Website Services	85.00
Check	09/30/2020	63345 Accounts Payable	Covenant Christian High School		200.00
	Invoice		Date	Description	Amount
		JS9222020	09/21/2020	XC Invite Fee-9/19/2020	200.00
Check	09/30/2020	63346 Accounts Payable	ELLIS CLEANING CO.		1,500.00
	Invoice		Date	Description	Amount
		17995	09/21/2020	Labor To Clean Floors At ES & JSH	1,500.00
Check	09/30/2020	63347 Accounts Payable	Encore Technology Group, LLC		3,691.20
	Invoice		Date	Description	Amount
		151751	09/30/2020	September Phone Cost	3,691.20
Check	09/30/2020	63348 Accounts Payable	ESS		500.00
	Invoice		Date	Description	Amount
		114987	09/21/2020	Face Mask Reimbursement	500.00
Check	09/30/2020	63349 Accounts Payable	IONIA COUNTY INT. SCH. DIST.		6,544.64
	Invoice		Date	Description	Amount
		2021-1	09/30/2020	Skyward Cost	6,544.64

**Saranac Community Schools**  
**Payment Batch Register**  
 Bank Account: GF CHECKING - General Fund Checking  
 Batch Date: 09/30/2020

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
Check	09/30/2020	63350 Accounts Payable	KERKSTRA PORTABLE RESTROOM , SERVICE, INC.		190.00
	Invoice	Date	Description		Amount
	164172	09/21/2020	Portable Restrooms		190.00
Check	09/30/2020	63351 Accounts Payable	LEADER, JOSHUA		240.00
	Invoice	Date	Description		Amount
	JS9182020	09/21/2020	Cell Phone Reimbursement July-Sept.		240.00
Check	09/30/2020	63352 Accounts Payable	MCPHERSON, DORIS		50.00
	Invoice	Date	Description		Amount
	JS9302020	09/21/2020	Face Mask Reimbursement		50.00
Check	09/30/2020	63353 Accounts Payable	MENARDS-IONIA		1,887.16
	Invoice	Date	Description		Amount
	22139	09/21/2020	Hand Sanitizer		1,722.24
	23047	09/21/2020	Maintenance Supplies		91.11
	23092	09/21/2020	Maintenance Supplies		73.81
Check	09/30/2020	63354 Accounts Payable	METS		7,971.44
	Invoice	Date	Description		Amount
	16173	09/21/2020	Retro Pay-Chuck Prins		244.07
	16206	09/21/2020	Salaries/Fees/Face Mask Reimbursement		7,727.37
Check	09/30/2020	63355 Accounts Payable	MILES, AMY		51.85
	Invoice	Date	Description		Amount
	JS9222020	09/21/2020	ES Teaching Supplies		51.85
Check	09/30/2020	63356 Accounts Payable	Montcalm Community College		1,016.00
	Invoice	Date	Description		Amount
	JS9282020	09/21/2020	Dual Enrollment Cost		1,016.00
Check	09/30/2020	63357 Accounts Payable	MPS		453.95
	Invoice	Date	Description		Amount
	41458567	09/21/2020	S Miles Order		453.95
Check	09/30/2020	63358 Accounts Payable	OTTAWA AREA ISD		14,100.00

Saranac Community Schools  
**Payment Batch Register**  
 Bank Account: GF CHECKING - General Fund Checking  
 Batch Date: 09/30/2020

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
	Invoice		Date	Description	Amount
	17006		09/21/2020	E2020 Consortium	14,100.00
Check	09/30/2020	63359 Accounts Payable		PARKWAY ELECTRIC & , COMMUNICATIONS, LLC	1,262.00
	Invoice		Date	Description	Amount
	117631		09/21/2020	Labor Cost-Due to Buzzard	1,262.00
Check	09/30/2020	63360 Accounts Payable		PCMI	6,909.70
	Invoice		Date	Description	Amount
	71176		09/21/2020	Sub Salaries & Fees	2,848.21
	71297		09/21/2020	Salaries & Fees	4,061.49
Check	09/30/2020	63361 Accounts Payable		PLUMLEY, PHYLLIS	8.99
	Invoice		Date	Description	Amount
	JS9142020		09/21/2020	JSH Teaching Supplies	8.99
Check	09/30/2020	63362 Accounts Payable		REYNOLDS & SONS, INC	1,143.44
	Invoice		Date	Description	Amount
	103259		09/21/2020	Volleyballs	1,143.44
Check	09/30/2020	63363 Accounts Payable		RIDDELL/ALL AMERICAN SPORTS , CORP.	1,670.52
	Invoice		Date	Description	Amount
	60417542		09/21/2020	New Football Helmets	1,670.52
Check	09/30/2020	63364 Accounts Payable		SCHOOL SPECIALTY INC.	360.74
	Invoice		Date	Description	Amount
	208126178708		09/21/2020	ES Office	58.96
	208125924182		09/21/2020	D McPherson Order	65.40
	208126208972		09/21/2020	Brogger Order	12.67
	308103644615		09/21/2020	JSH Office Order	173.77
	208125943912		09/21/2020	ES Teachers Order	49.94
Check	09/30/2020	63365 Accounts Payable		SEG WORKERS COMPENSATION FUND	2,993.00
	Invoice		Date	Description	Amount
	JS9232020		09/21/2020	2nd Quarter Workers Comp Installment	2,993.00

Saranac Community Schools  
**Payment Batch Register**  
 Bank Account: GF CHECKING - General Fund Checking  
 Batch Date: 09/30/2020

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
Check	09/30/2020	63366 Accounts Payable	Therrian , Jeff		60.00
	Invoice	Date	Description		Amount
	JS9232020	09/21/2020	Wrestling Scale Certification		60.00
Check	09/30/2020	63367 Accounts Payable	THRUN LAW FIRM, P.C.		595.00
	Invoice	Date	Description		Amount
	264579	09/21/2020	Legal Services		595.00
Check	09/30/2020	63368 Accounts Payable	Tompkins , Steve		82.40
	Invoice	Date	Description		Amount
	JS9282020	09/21/2020	Membership Fee Reimbursement		82.40
Check	09/30/2020	63369 Accounts Payable	U. S. POSTMASTER		165.00
	Invoice	Date	Description		Amount
	CU9292020	09/21/2020	Stamps		165.00
Check	09/30/2020	63370 Accounts Payable	Unity School Bus Parts		699.00
	Invoice	Date	Description		Amount
	0476992-IN	09/21/2020	Transportation Supplies		699.00
Check	09/30/2020	63371 Accounts Payable	UNIVERSITY OF OREGON		920.00
	Invoice	Date	Description		Amount
	INV00056852	09/21/2020	Swis PBIS Apps		920.00
Check	09/30/2020	63372 Accounts Payable	Voyager Sopris Learning		467.00
	Invoice	Date	Description		Amount
	2681023	09/21/2020	S. Smith Order		467.00
Check	09/30/2020	63373 Accounts Payable	WeVideo Inc.		299.00
	Invoice	Date	Description		Amount
	12714	09/21/2020	Manion Subscription		299.00
Check	09/30/2020	63374 Accounts Payable	Wrecker's Sports		750.00
	Invoice	Date	Description		Amount
	7514	09/21/2020	Face Masks-Football		750.00
Check	09/30/2020	63375 Accounts Payable	Young , Susann		72.76



Saranac Community Schools  
**Payment Batch Register**  
 Bank Account: GF CHECKING - General Fund Checking  
 Batch Date: 09/30/2020

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
Invoice	Date		Description		Amount
	JS9252020	09/21/2020	JSH Teaching Supplies		72.76
GF CHECKING General Fund Checking Totals:			Transactions: 35		\$57,829.00
Checks:		35	\$57,829.00		

Saranac Community Schools  
**Payment Batch Register**  
 Bank Account: GF CHECKING - General Fund Checking  
 Batch Date: 10/02/2020

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
Bank Account: GF CHECKING - General Fund Checking					
Check	10/02/2020	63376 Accounts Payable	Advanced Pension Solution Inc.		200.00
	Invoice		Date	Description	Amount
	10.2.20 PAYROLL		10/02/2020	10.2.20 PAYROLL	200.00
Check	10/02/2020	63377 Accounts Payable	American Fidelity Assurance Company		481.64
	Invoice		Date	Description	Amount
	1863266A		10/02/2020	CUSTOMER 95799	481.64
Check	10/02/2020	63378 Accounts Payable	HORACE MANN		1,582.71
	Invoice		Date	Description	Amount
	10.2.20 PAYROLL		10/02/2020	GROUP 210403A	1,582.71
Check	10/02/2020	63379 Accounts Payable	MICHIGAN STATE DISBURSEMENT UNIT		201.61
	Invoice		Date	Description	Amount
	10.2.20 PAYROLL		10/02/2020	10.2.20 PAYROLL	201.61
GF CHECKING General Fund Checking Totals:			Transactions: 4		\$2,465.96
Checks:		4		\$2,465.96	

Saranac Community Schools  
**Payment Batch Register**  
 Bank Account: GF CHECKING - General Fund Checking  
 Batch Date: 10/05/2020

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
<b>Bank Account: GF CHECKING - General Fund Checking</b>					
Check	10/05/2020	63380 Accounts Payable	Hi-Tech Building Services		10,158.40
	Invoice		Date	Description	Amount
	024319		10/05/2020	September Custodial Cost	10,158.40
Check	10/05/2020	63381 Accounts Payable	MAS/FPS		500.00
	Invoice		Date	Description	Amount
	102020-0574-0610		10/05/2020	S. Smith	500.00
Check	10/05/2020	63382 Accounts Payable	SMITH, STEPHANIE		247.00
	Invoice		Date	Description	Amount
	JS9292020		10/05/2020	EB Academic Camps Reimbursement	247.00
Check	10/05/2020	63383 Accounts Payable	SYNCB/Amazon		9,062.64
	Invoice		Date	Description	Amount
	964534535853		09/22/2020	Trash Cans-Covid	775.30
	43335977738		09/22/2020	ES Teaching Supplies/Trash Can Dollies	338.39
	489859887664		09/22/2020	Trash Cans-Covid	775.30
	553884876587		09/22/2020	Window Cranks	181.00
	978596934566		09/22/2020	Trash Can Dollies-Covid	323.40
	987759448887		09/22/2020	ES Teaching Supplies	45.81
	446567694543		09/22/2020	Wireless Microphones-Covid Tech	284.95
	449378883464		09/22/2020	Wireless Microphones-Covid Tech	284.95
	678377845675		09/22/2020	Wireless Microphones-Covid Tech	284.95
	873394433757		09/22/2020	Wireless Microphones-Covid Tech	284.95
	993876398433		09/22/2020	Wireless Microphones-Covid Tech	284.95
	577883769336		09/22/2020	Wireless Microphones-Covid Tech	284.95
	688877847587		09/22/2020	Wireless Microphones-Covid Tech	284.95
	765563577433		09/22/2020	Speaker System & Webcam-Covid tech	854.82
	446446634855		09/22/2020	JSH Teaching Supplies	47.98
	449754654868		09/22/2020	Wireless Microphones	170.97
	489859393986		09/22/2020	Wireless Microphone	56.99
	586387785589		09/22/2020	Books-JSH	545.65
	699683658498		09/22/2020	Wireless Microphones	113.98
	447377579579		09/22/2020	SEF Grant	139.67

Saranac Community Schools  
**Payment Batch Register**  
 Bank Account: GF CHECKING - General Fund Checking  
 Batch Date: 10/05/2020

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
		469956488689	09/22/2020	SEF Grant	193.65
		553595577445	09/22/2020	SEF Grant	119.98
		699344367668	09/22/2020	SEF Grant	152.98
		858837768859	09/22/2020	SEF Grant	219.98
		447933539973	09/22/2020	Wireless Microphones	170.97
		685435379339	09/22/2020	Wireless Microphones	227.96
		746863494485	09/22/2020	Wireless Microphones	284.95
		439997648833	09/22/2020	Disposable Gowns	191.94
		465739675896	09/22/2020	Webcams	997.50
		435495873556	09/22/2020	Admin & Bus Garage Office Supplies	24.84
		967545856955	09/22/2020	Wireless Microphones	113.98
GF CHECKING General Fund Checking Totals:				Transactions: 4	\$19,968.04
Checks:		4		\$19,968.04	

Saranac Community Schools  
**Payment Register**

From Payment Date: 9/1/2020 - To Payment Date: 9/30/2020

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
GF CHECKING - General Fund Checking									
<b>EFT</b>									
654	09/01/2020	Open			Accounts Payable	M.P.S.E.R.S.	\$46,417.01		
655	09/04/2020	Open			Accounts Payable	STATE OF MICHIGAN	\$8,808.38		
656	09/04/2020	Open			Accounts Payable	HealthEquity, Inc.	\$4,005.78		
657	09/04/2020	Open			Accounts Payable	INDEPENDENT BANK	\$130,491.07		
658	09/16/2020	Open			Accounts Payable	M.P.S.E.R.S.	\$49,801.60		
659	09/18/2020	Open			Accounts Payable	HealthEquity, Inc.	\$3,736.27		
660	09/18/2020	Open			Accounts Payable	INDEPENDENT BANK	\$128,001.91		
661	09/29/2020	Open			Accounts Payable	M.P.S.E.R.S.	\$48,966.17		
Type EFT Totals:									
GF CHECKING - General Fund Checking Totals									
							\$420,228.19		

EFTs	Status	Count	Transaction Amount	Reconciled Amount
	Open	8	\$420,228.19	\$0.00
	Reconciled	0	\$0.00	\$0.00
	Voided	0	\$0.00	\$0.00
	<b>Total</b>	<b>8</b>	<b>\$420,228.19</b>	<b>\$0.00</b>

All	Status	Count	Transaction Amount	Reconciled Amount
	Open	8	\$420,228.19	\$0.00
	Reconciled	0	\$0.00	\$0.00
	Voided	0	\$0.00	\$0.00
	Stopped	0	\$0.00	\$0.00
	<b>Total</b>	<b>8</b>	<b>\$420,228.19</b>	<b>\$0.00</b>

Grand Totals:

EFTs	Status	Count	Transaction Amount	Reconciled Amount
	Open	8	\$420,228.19	\$0.00
	Reconciled	0	\$0.00	\$0.00
	Voided	0	\$0.00	\$0.00
	<b>Total</b>	<b>8</b>	<b>\$420,228.19</b>	<b>\$0.00</b>

All	Status	Count	Transaction Amount	Reconciled Amount
	Open	8	\$420,228.19	\$0.00
	Reconciled	0	\$0.00	\$0.00
	Voided	0	\$0.00	\$0.00
	Stopped	0	\$0.00	\$0.00
	<b>Total</b>	<b>8</b>	<b>\$420,228.19</b>	<b>\$0.00</b>

TO: Board of Education

FROM: Sarah Doll, Board President

SUBJECT: Approve Superintendent's Contract

At the September 28<sup>th</sup> meeting you reviewed Jason Smith's contract. We are now ready for approval of his contract.

Suggested Resolution

I move that the Saranac Board of Education approve the Superintendent's Contract from July 1<sup>st</sup>, 2020 to June 30, 2023.

Motion by \_\_\_\_\_ Supported by \_\_\_\_\_

Discussion: Yes \_\_\_\_\_ No \_\_\_\_\_

Approved/Denied: Yes \_\_\_\_\_ No \_\_\_\_\_

TO: Board of Education

FROM: Jason Smith, Superintendent

SUBJECT: Graduation Day for 2021

Old board policy 7640 Graduation Exercises states, "Graduation ceremonies will take place on the first Sunday that follows Memorial Day." I would like to have discussions with the board regarding this policy.

The graduation exercise is the culminating event of the high school program. It is the time for students, families, friends, staff and community to celebrate the culmination of many years of public schooling and the beginning of new and exciting challenges. To that end, the following guidelines will be observed:

1. Only students who have fulfilled all graduation requirements (including final exams) will be permitted to participate in the graduation exercise.
2. The mayor and the senior class president for the following year will act as escorts for the graduating class at commencement.
3. Graduates must dress appropriately if they wish to participate in the graduation exercise.
4. Graduation ceremonies will take place on the first Sunday that follows Memorial Day.

Approved: July 1, 1997

Revised: November 2, 2000  
October 2, 2008



TO: Board of Education

FROM: Jason Smith, Superintendent

SUBJECT: Review Emergency Operations Plan

The Emergency Operations Plan needs to be reviewed and updated yearly.



# Saranac Emergency Operations Plan

October 2020

Saranac Community Schools

E/L361 and G364: Multi-hazard Emergency Planning for Schools



**FEMA**

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**Saranac Community Schools**  
**Emergency Operations Plan**  
**October 2020**



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**SIGNATORY PAGE**

This school emergency operation plan has been completed and approved through a collaboration of efforts in the community, including:

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Sarah Doll  
School Board President

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Jason Smith  
School Superintendent

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Roy Hawkins  
School Board Member

---

Ted Vankuiken  
School Board Member

---

Kevin Courtney  
School Board Member

---

Chad Elliott  
School Board Member

---

David Price  
School Board Member

---

Josh Leader  
JSH Principal

---

Kirk Jackson  
School Board Member

---

Charlie Noll  
Ionia Co. Sheriff

---

Mike Catrell  
Elementary Principal

---

Stan Hoskins  
Ionia Co. Emergency Manager

---

Sara Serne  
K-12 Principal





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## I. INTRODUCTION

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### A. Purpose of the Plan

The purpose of the Saranac School Emergency Operations Plan (School EOP) is to identify and respond to incidents by outlining the responsibilities and duties of Saranac Schools and its employees. Developing, maintaining, and exercising the plan empowers employees in an incident to act quickly and knowledgeably. In addition, the plan educates staff, faculty, students, and other key stakeholders on their roles and responsibilities before, during, and after an incident. This plan provides parents and other members of the community with assurances that Saranac Schools has established guidelines and procedures to respond to incidents/hazards in an effective way.

The developed guidelines and procedures for dealing with existing and potential student and school incidents are defined in the plan below. The basic plan and the functional and hazard-specific annexes outline an organized, systematic method to mitigate, prevent, prepare for, respond to, and recover from incidents. Faculty and staff have been trained to assess the seriousness of incidents and respond according to these established procedures and guidelines. Saranac Schools regularly schedules in-service training for faculty and staff.

Lastly, developing, maintaining, and exercising the School EOP increases Saranac School's legal protection. Schools without established incident management procedures have been found liable for their absence. While no set of policies rules out the potential for legal problems, establishing procedures and guidelines on the best professional practices provides a margin of protection against liability.

### B. Scope of the Plan

The Saranac Schools Emergency Operations Plan outlines the expectations of staff/faculty; roles and responsibilities; direction and control systems; internal and external communications plan; training and sustainability plans; authority and references as defined by local, tribal, State, and Federal government mandates; common and specialized procedures; and specific hazard vulnerabilities and responses/recovery.

#### 1. Definitions

**Incident:** An incident is an occurrence – natural, technological, or human- caused – that requires a response to protect life or property. The principal/building administrator shall have the authority to determine when an incident has occurred and to implement the procedures within this Emergency Operations Plan.

**Hazards:** Hazards shall include situations involving threats of harm to students, personnel, and/or facilities. Hazards include but are not limited to natural, technological, and human-caused incidents. Hazards may require an interagency response involving law enforcement and/or emergency services agencies depending on the size and scope of the incident.

## 2. School Board Policy Statement

The Saranac School Emergency Operations Plan operates within the framework of the Saranac School Board policy.

## C. Situation Overview/Hazard Analysis Summary

### 1. School Population

#### a. General Population

Saranac School's current enrollment is approximately 925 students located in two one-story buildings on campus. These students are supported by a committed staff and faculty consisting of:

- 60 Teachers and specialists
- 3 Administrators
- 12 Office/support staff
- 2 Instructional Assistants
- 7 Cafeteria staff
- 12 Maintenance and custodial staff

A master schedule of where classes, grade levels, and staff are located during the day is provided to each classroom and is available in the main office. The master schedule is also located in Appendix A as a reference.

#### b. Special Needs Population

Saranac Schools is committed to the safe evacuation and transport of students and staff with special needs. The special needs population includes students/staff with:

- Limited English proficiency,
- Cognitive or emotional disabilities,
- Deafness or hearing loss,
- Mobility/physical disabilities (permanent and temporary), and
- Medically fragile health (including asthma and severe allergies).

The school's current enrollment of students with special needs is approximately 60; however, this number will fluctuate. Students and/or staff may require additional assistance if they are temporarily on crutches, wearing casts, etc.

Classrooms containing students and staff that require additional assistance during an incident will be noted by an asterisk next to the room number during the applicable class period(s) on the master schedule. The list of students and staff names with special needs along with their schedules can be found in Appendix B. Staff members that have been trained and assigned to assist the special needs population during drills, exercises, and incidents are listed in Appendix B.

## **2. Building Information**

Saranac Schools is located on an 80-acre lot and includes two school buildings, one central office/tech building, one bus garage, one baseball field, one football/track, one softball field, one soccer field and two staff parking lots per building.

A map of the buildings annotated with evacuation routes, shelter locations, fire alarm pull stations, fire hydrants, fire extinguishers, first aid kits, hazardous materials storage, and utility shutoffs is included in Appendix C. All staff members are required to know these locations as well as how to operate the utility shutoffs.

## **3. Hazard Analysis Summary**

Saranac Schools is exposed to many hazards, all of which have the potential for disrupting the school community, causing casualties, and damaging or destroying public or private property.

In June 2018, school staff members and students completed a thorough hazard analysis to identify any circumstances in the school or near the campus that may present unique problems or potential risk to people or property. The interior and exterior portions of all school buildings and school grounds have been assessed for potential hazards that may impact the site, the staff, and the students. Identified hazards have been assessed by risk and likelihood and ranked accordingly.

The table on the following page briefly discusses Saranac School's high-priority hazards including flood, severe storm, fire, chemical, intruder, civil disturbance, and terrorism.

**Table 1. High-Priority Hazards**

<b>Flood</b>	<p>Flooding is a natural feature of the climate, topography, and hydrology of Saranac and its surrounding areas. Flooding predominates throughout the winter and early spring due to melting snow, breakaway ice, and rainy weather.</p> <p>The Grand River, north of Saranac, floods every year. Long periods of rainfall and mild temperatures are normally the cause. Saranac Schools is located just south of the flood plain, so the school grounds don't often flood, but the surroundings areas are often at-risk.</p> <p>Flooding could threaten the safety of students and staff whenever storm water or other sources of water threaten to inundate school grounds or buildings. Flooding may occur if a water pipe breaks or prolonged rainfall causes urban streams to rise. Flooding may also occur as a result of damage to water distribution systems such as failure of a dam or levee.</p>
<b>Severe Storm</b>	<p>Saranac Schools and its surrounding areas are vulnerable to severe local storms. The effects are generally transportation problems and loss of utilities, but can vary with the intensity of the storm, the level of preparation by Saranac Schools, and the equipment and staff available to perform tasks to lessen the effects of severe local storms.</p> <p>During winter storms, high snowfall and cold temperatures have often resulted in significant snow accumulations. The accumulations aggravated by rain, drifting snow, and ice in roof drains caused excessive weight and the damage of roofs and out buildings.</p>
<b>Fire</b>	<p>Fire hazards are the most prevalent types of hazard.</p> <p>A 2003 fire at Mitchell School in Columbia County reiterated the importance of fire preparedness and prevention efforts. That fire, started in a science laboratory, caused \$20,000 in damages.</p>
<b>Chemical</b>	<p>Hazardous chemicals are used for a variety of purposes and are regularly transported through many areas in and around Saranac. Currently, ammonia, chlorine, gasoline, diesel fuel, and propane are all used and stored on school grounds.</p>

<b>Intruder</b>	While a hostile intruder incident has never occurred in Saranac Schools, like any school, is vulnerable to intruders.
<b>Civil Disturbance</b>	<p>The Village of Saranac, like most towns with a population over 2,500, is vulnerable to civil disturbances.</p> <p>A small-scale riot occurred in Saranac in 2003 after a celebration basketball win. The stands emptied and students and parents from both teams began to get hostile and fight. Police were called to settle the disturbance.</p> <p>Ionia County hosts numerous different prisons and some of those institutions border near our school district. The school has had to go into shelter-in-place during times when inmates have left, escaped, or been unaccounted for.</p>
<b>Terrorism</b>	Saranac Schools, like other public institutions, is vulnerable to terrorist activity.

**4. Preparedness, Prevention, and Mitigation Overview**

Preparedness is achieved and maintained through a continuous cycle of planning, organizing, training, equipping, exercising, evaluating, and taking corrective action. Ongoing preparedness efforts require coordination among all those involved in emergency management and incident response activities. Saranac Schools fosters preparedness at all levels including students, parents, teachers, and staff. Examples of preparedness actions include maintaining this plan, conducting training, planning and implementing drills and exercises, etc.

Prevention includes actions to avoid an incident or to intervene to stop an incident from occurring. Saranac Schools is committed to taking proactive prevention measures whenever possible to protect the safety and security of students and staff. Our policies include zero tolerance for bullying and other actions that undermine the safe haven of our school. Plans to upgrade security systems offer greater protection of our students. In addition, Saranac Schools began a check in procedure to require adults to display identification badges.

Mitigation includes activities to reduce the loss of life and property from natural and/or human-caused disasters by avoiding or lessening the impact of a disaster and providing value to the public by creating safer communities. Saranac Community Schools has

taken action to reduce or eliminate the adverse effects of natural, technological, and human-caused hazards on people and property.

For example, of the many hazards that can endanger a school facility and its service to the community, the most prevalent is fire. Saranac Schools was built in accordance with State building codes, in the form of approved materials, fire-resistant assemblies, exiting requirements, the width and design of stairs, the dimensions of corridors, fire suppression systems, and many other standards.

## **D. Planning Assumptions and Limitations**

### **1. Planning Assumptions**

Stating the planning assumptions allows Saranac Schools to deviate from the plan if certain assumptions prove not to be true during operations. The Schools EOP assumes:

- The school community will continue to be exposed and subject to hazards and incidents described in the Hazard Analysis Summary, as well as lesser hazards and others 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, some emergency situations occur with little or no warning.
- A single site incident (e.g., fire, gas main breakage) 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.
- Following a major or catastrophic incident, the school may have to rely on its own resources to be self-sustaining for up to 72 hours.
- There may be a number of injuries of varying degrees of seriousness to faculty, staff, and/or students. Rapid and appropriate response will reduce the number and severity of injuries.
- Outside assistance from local fire, law enforcement, and emergency managers 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 responders arrive at the incident scene.
- Proper prevention and mitigation actions, such as creating a positive school environment and conducting fire inspections, will prevent or reduce incident-related losses.
- Maintaining the School EOP and providing frequent opportunities for stakeholders (staff, students, parents, first responders, etc.) to exercise the plan can improve the school's readiness to respond to incidents.
- A spirit of volunteerism among school employees, students, and families will result in their providing assistance and support to incident management efforts.



## **2. Limitations**

It is the policy of Saranac Schools that no guarantee is implied by this plan of a perfect incident management system. As personnel and resources may be overwhelmed, Saranac Schools can only endeavor to make every reasonable effort to manage the situation, with the resources and information available at the time.

## **II. CONCEPT OF OPERATIONS**

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This plan is based upon the concept that the incident management functions that must be performed by the school generally parallel some of their routine day-to-day functions. To the extent possible, the same personnel and material resources used for day-to-day 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 for those routine functions will be redirected to accomplish assigned incident management tasks.

### **A. National Incident Management System (NIMS)**

The National Incident Management System (NIMS) is a set of principles that provides a systematic, proactive approach guiding government agencies at all levels, nongovernmental organizations, and the private sector to work seamlessly to prevent, protect against, respond to, recover from, and mitigate the effects of incidents, regardless of cause, size, location, or complexity, in order to reduce the loss of life or property and harm to the environment. This system ensures that those involved in incident response/recovery understand what their roles are and have the tools they need to be effective.

According to Homeland Security Presidential Directive 5 and the U.S. Department of Education, school districts are among local agencies that must adopt NIMS if they receive Federal grant funds. As part of its NIMS implementation, Saranac Schools participates in the local government's NIMS preparedness program and believes it is essential to ensure that response/recovery services are delivered to schools in a timely and effective manner. Saranac Schools recognizes that staff and students will be first responders during an incident. Adopting NIMS enables staff and students to respond more effectively to an incident and enhances cooperation, coordination, and communication among school officials, first responders, and emergency managers.

Saranac Schools works with local government agencies to remain NIMS compliant. NIMS compliance for school districts includes completing the following:

- Adopt the use of the Incident Command System (ICS). All staff and students who assume roles described in this plan will receive ICS-100 training. ICS-100 is a Web-based course available free from the Federal Emergency Management Agency (FEMA) Emergency Management Institute.
- Complete NIMS awareness course IS-700 NIMS: An Introduction. IS-700 is a Web-based course available free from the Emergency Management Institute.

All persons assuming roles described in the basic plan or annexes will take on-line training.

- Participate in local government's NIMS preparedness program and incorporate the school plan into the community EOP.
- Train and exercise the plan. All staff and students are expected to participate in training and exercising the plan's procedures and hazard-specific incident plans. The school is charged with ensuring that the training and equipment necessary for an appropriate response/recovery operation are in place.

## **B. Implementation of the Incident Command System (ICS)**

In a major emergency or disaster, Saranac Schools may be damaged or need to be evacuated, people may be injured, and/or other incident management activities may need to be initiated. These activities must be organized and coordinated to ensure efficient incident management. **The Incident Command System (ICS) will be used to manage all incidents and major planned events.**

The Incident Commander at Saranac Schools 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 principal or other officials, 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 qualified Incident Commander.

## **C. Initial Response**

School personnel are usually first on the scene of an incident in a school setting. Staff and faculty are expected to take charge and manage the incident until it is resolved or command is transferred to someone more qualified and/or to an emergency responder agency with legal authority to assume responsibility. Staff will seek guidance and direction from local officials and seek technical assistance from State and Federal agencies and industry where appropriate

The principal or his/her designee is responsible for activating the School EOP, including common and specialized procedures as well as hazard-specific incident plans. The principal or designee will assign an Incident Commander based who is most qualified for that type of incident.

### **III. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES**

---

This section establishes the operational organization that will be relied on to manage the incident and includes:

- A list of the kinds of tasks to be performed by position and organization.
- An overview of who does what.

The principal and assistant principals are not able to manage all 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 critical incident. The Incident Command System (ICS) uses a team approach to manage incidents. It is difficult to form a team while a crisis or critical 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.

School staff may be required to remain at school to assist in an incident. In the event that this School EOP is activated, staff will be assigned to serve within the Incident Command System based on their expertise and training and the needs of the incident.

#### **A. Principal/Building Administrator**

The principal may serve as the Incident Commander or delegate that authority to a qualified individual. At all times, the principal still retains the overall responsibility for the overall safety of students and staff. However, delegating the authority to manage the incident allows the principal to focus on policy-level activities and interfacing with other agencies and parents. The principal shall coordinate between the superintendent's office and the Incident Commander.

#### **B. Incident Commander**

The Incident Commander responsibilities include:

- Assume overall direction of all incident management procedures based on actions and procedures outlined in this EOP.
- Take steps deemed necessary to ensure the safety of students, staff, and other individuals.
- Determine whether to implement incident management protocols (e.g., Evacuation, Reverse Evacuation, Shelter in Place, Lockdown, etc.), as described more fully in the functional annexes in this document.
- Arrange for transfer of students, staff, and other individuals when safety is threatened by a disaster.

- Work with emergency services personnel. (Depending on the incident, community agencies such as law enforcement or fire department may have jurisdiction for investigations, rescue procedures, etc.)
- Keep the principal and other officials informed of the situation.

### **C. Teachers**

Teachers shall be responsible for the supervision of students and shall remain with students until directed otherwise.

Responsibilities include:

- Supervise students under their charge.
- Take steps to ensure the safety of students, staff, and other individuals in the implementation of incident management protocols.
- Direct students in their charge to inside or outside assembly areas, in accordance with signals, warning, written notification, or intercom orders according to established incident management procedures.
- Give appropriate action command during an incident.
- Take attendance when class relocates to an outside or inside assembly area or evacuates to another location.
- Report missing students to the Incident Commander or designee.
- Execute assignments as directed by the Incident Commander or ICS supervisor.
- Obtain first aid services for injured students from the school nurse or person trained in first aid. Arrange for first aid for those unable to be moved.
- Render first aid if necessary. School staff will be trained and certified in first aid and CPR.

### **D. Instructional Assistants/Para-Professionals**

Responsibilities include assisting teachers as directed.

### **E. Counselors, Social Workers, and Psychologists**

Counselors, social workers, and psychologists provide assistance with the overall direction of the incident management procedures at the site.

Responsibilities may include:

- Take steps to ensure the safety of students, staff, and other individuals in the implementation of incident management protocols.
- Direct students in their charge according to established incident management protocols.
- Render first aid if necessary.

- Assist in the transfer of students, staff, and other individuals when their safety is threatened by a disaster.
- Execute assignments as directed by the Incident Commander or ICS supervisor.

## **F. Custodians/Maintenance Personnel**

Responsibilities include:

- Survey and report building damage to the Incident Commander or Operations Section Chief.
- 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.
- Keep Incident Commander or designee informed of condition of school.

## **G. School Secretary/Office Staff**

Responsibilities include:

- Answer phones and assist in receiving and providing consistent information to callers.
- Provide for the safety of essential school records and documents.
- Execute assignments as directed by the Incident Commander or ICS supervisor.
- Provide assistance to the principal and Policy/Coordination Group.
- Monitor radio emergency broadcasts.
- Assist with health incidents as needed, acting as messengers, etc.

## **H. Food Service/Cafeteria Workers**

Responsibilities include:

- Use, 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 or ICS supervisor.

## **I. Bus Drivers**

Responsibilities include:

- Supervise the care of students if disaster occurs while students are in the bus.
- Transfer students to new location when directed.
- Execute assignments as directed by the Incident Commander or ICS supervisor.
- Transport individuals in need of medical attention.

## **J. Other Staff (e.g., Itinerant Staff, Substitute Teachers)**

Responsibilities include reporting to the Incident Commander or ICS supervisor if requested or activated.

## **K. Students**

Responsibilities include:

- Cooperate during emergency drills and exercises, and during an incident.
- Learn to be responsible for themselves and others in an incident.
- Understand the importance of not being a bystander by reporting situations of concern.
- Develop an awareness of natural, technological, and human-caused hazards and associated prevention, preparedness, and mitigation measures.
- Take an active part in school incident response/recovery activities, as age appropriate.

## **L. 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 and late dismissals, and other related release information.
- Practice incident management preparedness in the home to reinforce school training and ensure family safety.
- Understanding their roles during a school emergency.

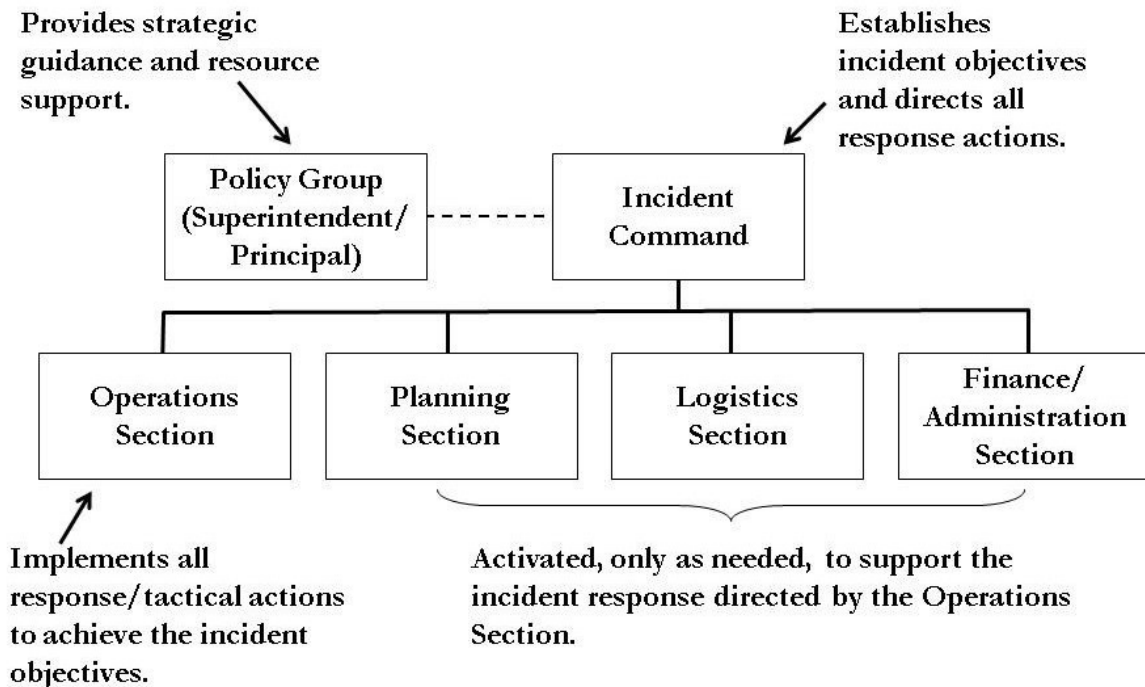
## IV. DIRECTION, CONTROL, AND COORDINATION

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### A. School Incident Command System (ICS)

To provide for the effective direction, control, and coordination of an incident, either single site or multi- incidents, the School EOP will be activated including the implementation of the Incident Command System (ICS).

The Incident Commander is delegated the authority to direct tactical on-scene operations until a coordinated incident management framework can be established with local authorities. The Policy Group is responsible for providing the Incident Commander with strategic guidance, information analysis, and needed resources.



The ICS is organized into the following functional areas:

- 1. Incident Command:** Directs the incident management activities using strategic guidance provided by the Policy Group.

School-related responsibilities and duties include:

- Establish and manage the Command Post, establish the incident organization, and determine strategies to implement protocols and adapt as needed.



- Monitor incident safety conditions and develop measures for ensuring the safety of building occupants (including students, staff, volunteers, and responders).
- Coordinate media relations and information dissemination with the principal.
- 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 activities.

**2. Operations Section:** Directs all tactical operations of an incident including implementation of response/recovery activities according to established incident management procedures and protocols, care of students, first aid, crisis intervention, search and rescue, site security, damage assessment, evacuations, and the release of students to parents.

Specific responsibilities include:

- Analyze school staffing to develop a Parent-Student Reunification Plan, and implement an incident action plan.
- Monitor site utilities (i.e., electric, gas, water, heat/ventilation/air conditioning) and shut off only if danger exists or directed by Incident Commander, and assist in securing 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.
- 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 the Logistics Section.
- Document all activities.

As needed, the types of Strike Teams described in the following table may be established within the Operations Section.

**Table 2. Operations Section Teams**

<b>Strike Team</b>	<b>Potential Responsibilities</b>
<b>Search &amp; Rescue Team</b>	<p>Search &amp; Rescue Teams search the entire school facility, entering only after they have checked the outside for signs of structural damage and determined that it is safe to enter. Search &amp; Rescue Teams are responsible for ensuring that all students and staff evacuate the building (or, if it is unsafe to move the persons, that their locations are documented so that professional responders can locate them easily and extricate them). Search and Rescue Teams are also responsible for:</p> <ul style="list-style-type: none"> <li>▪ Identifying and marking unsafe areas.</li> <li>▪ Conducting initial damage assessment.</li> <li>▪ Obtaining injury and missing student reports from teachers.</li> </ul>
<b>First Aid/MERT Team</b>	<p>First Aid/MERT teams provide triage, treatment, and psychological first aid services. First Aid Teams are responsible for:</p> <ul style="list-style-type: none"> <li>▪ Setting up first aid area for students.</li> <li>▪ Assessing and treating injuries.</li> <li>▪ Completing master injury report.</li> </ul> <p>Note: The Logistics Section provides care to responders (if needed). The Operations Section First Aid/MERT team is dedicated to students or other disaster victims.</p>
<b>Evacuation/Shelter/Care Team</b>	<p>Evacuation, shelter, and student care in an incident are among the most important tasks faced by schools. These tasks include student accounting, protection from weather, providing for sanitation needs, and providing for food and water. The Evacuation/Shelter/Care Team is responsible for:</p> <ul style="list-style-type: none"> <li>▪ Accounting for the whereabouts of all students, staff, and volunteers.</li> <li>▪ Setting up a secure assembly area.</li> <li>▪ Managing sheltering and sanitation operations.</li> <li>▪ Managing student feeding and hydration.</li> <li>▪ Coordinating with the Student Release Team.</li> <li>▪ Coordinating with the Logistics Section to secure the needed space and supplies.</li> </ul>
<b>Facility &amp; Security Response Team</b>	<p>The Facility &amp; Security Response Team is responsible for:</p> <ul style="list-style-type: none"> <li>▪ Locating all utilities and turning them off, if necessary.</li> <li>▪ Securing and isolating fire/HazMat.</li> <li>▪ Assessing and notifying officials of fire/HazMat.</li> <li>▪ Conducting perimeter control.</li> </ul>

<b>Strike Team</b>	<b>Potential Responsibilities</b>
<b>Crisis Intervention Team</b>	<p>The Crisis Intervention Team is responsible for:</p> <ul style="list-style-type: none"> <li>▪ Assessing need for onsite mental health support.</li> <li>▪ Determining need for outside agency assistance.</li> <li>▪ Providing onsite intervention/counseling.</li> <li>▪ Monitoring well-being of school Incident Management Team, staff, and students, and reporting all findings to the Operations Section Chief.</li> </ul>
<b>Student Release Team</b>	<p>Reunification refers to getting students reunited with their parents or guardians in an efficient and orderly manner. Reunification can be an enormous challenge and takes a lot of planning. The Student Release Team is responsible for:</p> <ul style="list-style-type: none"> <li>▪ Setting up secure reunion area.</li> <li>▪ Checking student emergency cards for authorized releases.</li> <li>▪ Completing release logs.</li> <li>▪ Coordinating with the Public Information Officer on external messages.</li> </ul>

**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.

Duties may include:

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

**4. Logistics Section:** Supports incident management operations by securing and providing needed personnel, equipment, facilities, resources, and services required for incident resolution; coordinating personnel; assembling and deploying volunteer teams; and facilitating communication among incident responders. This function may involve a major role in an extended incident.

Additional responsibilities include:

- Establish and oversee communications center and activities during an incident (two-way radio, battery-powered 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. Additional duties may include:

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

This section may not be established onsite at the incident. Rather, the school and school district management offices may assume responsibility for these functions.

## **B. Coordination with Policy/Coordination Group**

In complex incidents, a Policy/Coordination Group will be convened at the school district operations center. The role of the Policy/Coordination Group is to:

- Support the on-scene Incident Commander.
- Provide policy and strategic guidance.
- Help ensure that adequate resources are available.
- Identify and resolve issues common to all organizations.
- Keep elected officials and other executives informed of the situation and decisions.
- Provide factual information, both internally and externally through the Joint Information Center.

The Saranac Schools Principals and Incident Commander will keep the Policy/Coordination Group informed.

## **C. Community Emergency Operations Plan (EOP)**

The Saranac School District maintains a district Emergency Operations Plan (EOP) to address hazards and incidents. The Saranac Schools EOP has been developed to fit into the larger district EOP in the case of a large-scale incident. Staff members that maintain and exercise the plan are in frequent contact with Mr. Jason Smith, Superintendent, Saranac School District Emergency Management Department.

## **D. Coordination with First Responders**

An important component of the Saranac Schools EOP is a set of interagency agreements with various county agencies to aid timely communication. These agreements help coordinate services between the agencies and Saranac School.

Various agencies and services include county governmental agencies such as mental health, law enforcement, and fire departments. The agreements specify the type of communication and services provided by one agency to another. The agreements also make school personnel available beyond the school setting in an incident or traumatic event taking place in the community.

If a school incident is within the authorities of the first-responder community, command will be transferred upon the arrival of qualified first responders. A transfer of command briefing shall occur. The school Incident Commander may be integrated into the Incident Command structure or assume a role within a Unified Command structure.

## **E. Source and Use of Resources**

Saranac Schools School will use its own resources and equipment to respond to incidents until incident response personnel arrive. Parent volunteers and community members have been trained to assist if called upon and available after an incident occurs. The following organizations or agencies have agreed to be responsible for providing additional resources or assistance:

- First aid kit and sanitation supplies will be provided by: Saranac Fire Department
- Food/water supplies will be provided by: Local businesses
- Security will be provided by: Local Law enforcement
- Counseling services will be provided by: 4H Wellness Center

## V. COMMUNICATIONS

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Communication is a critical part of incident management. This section outlines Saranac School's communications plan and supports its mission to provide clear, effective internal and external communication between the school, staff, students, parents, responders, and media.

### A. Internal Communications

#### 1. Communication Between Staff/Faculty Members

Faculty and staff will be notified when an incident occurs and kept informed as additional information becomes available and as plans for management of the situation evolve. The following practices will be utilized to disseminate information **internally** when appropriate:

- **Telephone Tree:** A telephone tree is a simple, widely used system for notifying staff of an incident when they are not at school. The tree originates with the principal, who contacts the members of the Incident Management Team. Team members then in turn will contact groups of staff (teachers, administrators, and support staff).
- **Morning Faculty Meeting:** As appropriate, updated information about an incident will be presented at the morning faculty meeting. Any new procedures for the day will also be reviewed at this time.
- **End-of-Day Faculty Meeting:** As appropriate, updated information and a review of the day's events will be presented at the end-of-day meeting. Staff will also have the opportunity to address any misinformation or rumors.

#### 2. Communication With the School District Office

The Incident Commander will use email and text to notify administrators of the school's status/needs. The administrators will notify the district office. The district office will notify the ISD of the status of all district schools. He/she will designate staff member(s) to monitor all communications.

### B. External Communications

Communicating with the larger school community begins before an incident occurs. In the event of an incident, parents, media, and first responders will require clear and concise messages from Saranac Schools about the incident, what is being done about it, and the safety of the children and staff.

## **1. Communication with Parents**

Before an incident occurs, Saranac Schools will:

- Develop a relationship with parents so that they trust and know how to access alerts and incident information.
- Inform parents about the school's Emergency Operations Plan, its purpose, and its objectives. Information will be included in the school newsletter and a presentation delivered at Back-to-School Night.
- Identify parents who are willing to volunteer in case of an incident, include them in preparation efforts, and include them in training.
- Be prepared with translation services for non-English-speaking families and students with limited English proficiency.
  
- Disseminate information via text messages, social media, and emails to inform parents about exactly what is known to have happened.
- Implement the plan to manage phone calls and parents who arrive at school.
- Describe how the school and school district are handling the situation.
- Provide information regarding possible reactions of their children and ways to talk with them.
- Provide a phone number, Web site address, or recorded hotline where parents can receive updated incident information.
- Inform parents and students when and where school will resume.

After an incident, Saranac Schools administrators will schedule and attend an open question-and-answer meeting for parents as soon as possible.

## **2. Communication with the Media**

In the event of an incident, the Incident Commander will:

- Designate a Public Information Officer.
- Establish an off-campus briefing area for media representatives.
- Determine the need to establish or participate in a Joint Information Center.
- Coordinate messages with other emergency response agencies.

All Saranac Schools employees are to refer all requests for information and questions to the designated spokesperson or Joint Information Center (if established). Templates for statements/press releases to the media, including standard procedures and protocols, will be provided,

Media contacts at the major television, Internet, and radio stations are maintained by the Central Office executive assistant. In the case of an incident, these media contacts will

broadcast Saranac School's external communications plans, including the information hotline for parents and guardians.

### **3. Handling Rumors**

In addressing rumors, the most effective strategy is to provide facts as soon as possible. To combat rumors, Saranac Schools will:

- Provide appropriate information to internal groups including administrators, teachers, students, custodians, secretaries, instructional assistants, cafeteria workers, and bus drivers. These people are primary sources of information and are likely to be contacted in their neighborhoods, at grocery stores, etc.
- Hold a faculty/staff meeting before staff members are allowed to go home so that what is (and is not) known can be clearly communicated.
- Designate and brief personnel answering calls to help control misinformation.
- Conduct briefings for community representatives directly associated with the school.
- Enlist the help of the media to provide frequent updates to the public, particularly providing accurate information where rumors need to be dispelled.

After the immediate incident response period, Saranac Schools will conduct public meetings as needed. These meetings are designed to provide the opportunity for people to ask questions and receive accurate information.

### **4. Communication with First Responders**

The Incident Commander will maintain communication with first responders during an incident. Transfer of command will occur when first responders arrive on the scene to assume management of the incident under their jurisdiction. Saranac Schools frequently exercises the School EOP with first responders to practice effective coordination and transfer of command.

### **5. Communication After an Incident (Recovery Process)**

After the safety and status of staff and students have been assured, and emergency conditions have abated following an incident, staff/faculty will assemble to support the restoration of the school's educational programs. Defining mission-critical operations and staffing will be a starting point for the recovery process. Collecting and disseminating information will facilitate the recovery process.

The staff/faculty teams will:

- Conduct a comprehensive assessment of the physical and operational recovery needs.



- Assess physical security, data access, and all other critical services (e.g., plumbing, electrical).
- Examine critical information technology assets and personnel resources, and determine the impact on the school operations for each asset and resource that is unavailable or damaged.
- Document damaged facilities, lost equipment and resources, and special personnel expenses that will be required for insurance claims and requests for State and Federal assistance.
- Provide detailed facilities data to the school district office so that it can estimate temporary space reallocation needs and strategies.
- Arrange for ongoing status reports during the recovery activities to: a) estimate when the educational program can be fully operational; and b) identify special facility, equipment, and personnel issues or resources that will facilitate the resumption of classes.
- Educate school personnel, students, and parents on available crisis counseling services.

The school district will:

- Identify recordkeeping requirements and sources of financial aid for State and Federal disaster assistance.
- Establish absentee policies for teachers/students after an incident.
- Establish an agreement with mental health organizations to provide counseling to students and their families after an incident.
- Develop alternative teaching methods for students unable to return immediately to classes: correspondence classes, videoconferencing, tele-group tutoring, etc.
- Create a plan for conducting classes when facilities are damaged (e.g., alternative sites, half-day sessions, portable classrooms).
- Get stakeholder input on prevention and mitigation measures that can be incorporated into short-term and long-term recovery plans.

## C. Communication Tools

Some common internal and external communication tools that Saranac Schools may use include the following:

- **Standard telephone:** Saranac School has designated a school telephone number as a recorded “hotline” for parents to call for information during incidents. The goal is to keep other telephone lines free for communication with first responders and others.
- **Cellular telephones:** These phones may be the only tool working when electric service is out; they are useful to faculty/staff en route to or from a site.

- **Intercom systems:** The intercom system includes teacher-initiated communication with the office using a handset rather than a wall-mounted speaker.
- **Bullhorns and megaphones:** A battery-powered bullhorn is part of the school's emergency to-go kit to address students and staff who are assembling outside the school. Procedures governing storage and use will help ensure readiness for use.
- **Two-way radio:** Two-way radios provide a reliable method of communication between rooms and buildings at a single site. All staff will be trained to understand how to operate the two-way radio.
- **Computers:** A wireless laptop computer may be used for communication both within the school and to other sites. Email may be a useful tool for updating information for staff, other schools in an affected area, and the district superintendent. An assigned staff member(s) will post information such as school evacuation, closure, or relocation on the home page of the school and district Web site.
- **Fax machines:** Possible uses include off-campus accidents where lists of students and staff members involved, their locations, and needed telephone numbers can be quickly and accurately communicated. Medical information, release forms, and authorizations include the designated fax number.
- **Alarm systems:** Bells or buzzers are in place and sound in different ways to signal different types of incidents – for example, fire, lockdown, or special alert (with instructions to follow). All staff/faculty, support staff, students, and volunteers will be trained on what the sounds mean and how to respond to them.
- **Whistles:** Whistles should be included in crisis kits in order to signal a need for immediate attention or assistance

## **VI. ADMINISTRATION, FINANCE, AND LOGISTICS**

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### **A. Agreements and Contracts**

If school resources prove to be inadequate during an incident, Saranac Schools will request assistance from local emergency services, other agencies, and industry in accordance with existing mutual aid agreements and contracts. Such assistance includes equipment, supplies, and/or personnel. All agreements are entered into by authorized school officials and are in writing. Agreements and contracts identify the school district officials authorized to request assistance pursuant to those documents.

All pre-negotiated agreements and contracts are included in Appendix E.

### **B. Recordkeeping**

#### **1. Administrative Controls**

Saranac Schools is responsible for establishing the administrative controls necessary to manage the expenditure of funds and to provide reasonable accountability and justification for expenditures made to support incident management operations. These administrative controls will be done in accordance with the established local fiscal policies and standard cost accounting procedures.

#### **2. Activity Logs**

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 the staff and students.
- Evacuations.
- Casualties.
- Containment or termination of the incident.

### **C. Incident Costs**

#### **1. Annual Incident Management Costs**

The ICS Finance and Administration Section is responsible for maintaining records summarizing the use of personnel, equipment, and supplies to obtain an estimate of annual incident response costs that can be used in preparing future school budgets.

## **2. Incident Costs**

The ICS Finance and Administration Section Chief will maintain detailed records of costs for incident management and operations to include:

- Personnel costs, especially overtime costs,
- Equipment operations costs,
- Costs for leased or rented equipment,
- Costs for contract services to support incident management operations, and
- Costs of specialized supplies expended for incident management operations.

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, vital records must be protected. These include legal documents and student files as well as property and tax records. The principal causes of damage to records are fire and water; therefore, essential records should be protected accordingly. Details are outlined in the Continuity of Operations (COOP) Procedures, a functional annex of this plan.

## **VII. PLAN DEVELOPMENT, MAINTENANCE, AND DISTRIBUTION**

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The Core School Emergency Operations Planning Team is responsible for the overall maintenance and revision of the Saranac Schools EOP. The Exercise Planning Team is responsible for coordinating training and exercising the School EOP. Both teams are expected to work closely together to make recommendations for revising and enhancing the plan.

The School Board and the superintendent are responsible for approving and promulgating this plan. Community fire, law enforcement, and emergency managers' approval and suggestions will also be requested.

### **A. Approval and Dissemination of the Plan**

The School Board together with the principal and superintendent will approve and disseminate the plan and its annexes following these steps:

- Review and Validate the Plan
- Present the Plan (for Comment or Suggestion)
- Obtain Plan Approval (School Board)
- Distribute the Plan

#### **1. Record of Changes**

Each update or change to the plan will be tracked. The record of changes will include: the change number, the date of the change, and the name of the person who made the change. The record of changes will be in table format and maintained by the Core School Emergency Operations Planning Team.

#### **2. Record of Distribution**

Copies of plans and annexes will be distributed to those tasked in this document. The record of distribution will be kept as proof that tasked individuals and organizations have acknowledged their receipt, review, and/or acceptance of the plan. The Core School Emergency Operations Planning Team will indicate the title and name of the person receiving the plan, the agency to which the receiver belongs, the date of delivery, and the number of copies delivered. Copies of the plan may be made available to the public and media without the sensitive information at the discretion of the School Board.

### **B. Plan Review and Updates**

The basic plan and its annexes will be reviewed annually by the Core School Emergency Operations Planning Team, emergency management agencies, and others

deemed appropriate by school administration. The principal will establish a schedule for annual review of planning documents.

The School EOP will be updated based upon deficiencies identified during incident management activities and exercises and when changes in threat hazards, resources and capabilities, or school structure occur.

### **C. Training and Exercising the Plan**

Saranac Schools understands the importance of training, drills, and exercises in maintaining and planning for an incident. To ensure that district personnel and community first responders are aware of their duties and responsibilities under the school plan and the most current procedures, the following training, drill, and exercise actions will occur. The Exercise Planning Team will coordinate training and exercising efforts in accordance with the Homeland Security Exercise and Evaluation Program.

Basic training and refresher training sessions will be conducted during the first in-service day of the school year for all school personnel in coordination with local fire, law enforcement, and emergency managers.

Mandatory School EOP training will include:

- Hazard and incident awareness training for all staff.
- Orientation to the School EOP.
- First aid and CPR for all staff.
- Team training to address specific incident response or recovery activities, such as Parent-Student Reunification, Special Needs, and Relocation.
- Two online FEMA courses: ICS 100 and IS-700. Both courses are available for free at FEMA's Emergency Management Institute Web site.

Additional training will include drills, and tabletop and functional exercises. Drills will be conducted per state requirements. The details of drills are outlined in the Michigan Revised School Code.

Approved parent volunteers and community members will also be incorporated into larger training efforts.

All Saranac Schools staff members are encouraged to develop personal and family emergency plans. Each family should anticipate that a staff member may be required to remain at school following a catastrophic event. Knowing that the family is

prepared will help all involved.

## **VIII. AUTHORITIES AND REFERENCES**

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Saranac Schools will follow, comply, and maintain updates regarding safety procedures. Resources such as the Ionia County Sheriff's Dept., Michigan State Police, and the Saranac Fire Department currently provide updates on a semi annual basis.



# Functional Annexes

**Note:**

**Functional annexes** address all-hazard critical operational functions, including:

- Common procedures, and
- Specialized procedures.

Each functional annex describes the policies, processes, roles, and responsibilities for that function.

All functional annexes should address:

- Situations under which the procedures should be used.
- Who has the authority to activate the procedures?
- Specific actions to be taken when the procedures are implemented.

Functional annexes do not repeat content but rather build on the information within the basic plan. This section presents three sample functional annexes.

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## **CONTINUITY OF OPERATIONS (COOP) PROCEDURES**

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### **I. PURPOSE**

The purpose of these Continuity of Operations (COOP) procedures is to ensure that there are procedures in place to maintain or rapidly resume essential operations within the school after an incident that results in disruption of normal activities or services to the school. Failure to maintain these critical services would significantly affect the education and/or service mission of the school in an adverse way.

### **II. SCOPE**

It is the responsibility of Saranac Schools officials to protect students and staff from incidents and restore critical operations as soon as it is safe to do so. This responsibility involves identifying and mitigating hazards, preparing for and responding to incidents, and managing the recovery. These COOP procedures are written to address these responsibilities before, during, and after times of routine work schedules. They apply to Saranac Community Schools, 225 Pleasant St, Saranac, MI 48881.

The COOP procedures outline actions needed to maintain and/or rapidly resume essential academic, business, and physical services after an incident. Saranac Schools relies on strong internal and external communication systems and partnerships with contractors and organizations to quickly recovery following an incident.

### **III. RESPONSIBILITIES**

The delegation of authority and management responsibilities in event of an incident follows the hierarchy outlined in previous sections.

Designated school staff/faculty COOP procedures personnel, in conjunction with the principal, will perform the essential functions listed in Table 3.

**Table 3. Essential Functions Performed by COOP Procedures Personnel**

**Superintendent**

- Determine when to close schools, and/or send students/staff to alternate locations.
- Disseminate information internally to students and staff.
- Communicate with parents, media, and the larger school community.
- Identify a line of succession, including who is responsible for restoring which business functions for schools/districts.

**Principal**

- Ensure systems are in place for rapid contract execution after an incident.
- Identify relocation areas for classrooms and administrative operations.
- Create a system for registering students (out of district or into alternative schools).
- Brief and train staff regarding their additional responsibilities.
- Secure and provide needed personnel, equipment and supplies, facilities, resources, and services required for continued operations.
- Identify strategies to continue teaching (e.g., using the Internet, providing tutors for homebound students, rearranging tests).
- Reevaluate the curriculum.

**Custodians/Maintenance Personnel**

- Work with local government officials to determine when it is safe for students and staff to return to the school buildings and grounds.
- Manage the restoration of school buildings and grounds (e.g. debris removal, repairing, repainting, and/or re-landscaping).

<p><b>School Secretary/Office Staff</b></p>	<ul style="list-style-type: none"> <li>▪ Maintain inventory.</li> <li>▪ Maintain essential records (and copies of records) including school’s insurance policy.</li> <li>▪ Ensure redundancy of records is kept at a different physical location.</li> <li>▪ Secure classroom equipment, books, and materials in advance.</li> <li>▪ Restore administrative and recordkeeping functions such as payroll, accounting, and personal records.</li> <li>▪ Retrieve, collect, and maintain personnel data.</li> <li>▪ Provide accounts payable and cash management services.</li> </ul>
<p><b>Counselors, Social Workers, and Health Professionals</b></p>	<ul style="list-style-type: none"> <li>▪ Establish academic and support services for students and staff/faculty.</li> <li>▪ Implement additional response and recovery activities according to established protocols.</li> </ul>
<p><b>Food Service/Cafeteria Workers</b></p>	<ul style="list-style-type: none"> <li>▪ Determine how transportation and food services will resume.</li> </ul>

To implement the COOP procedures:

- All core COOP procedures personnel as well as senior staff will undergo annual training on executing the COOP procedures. Training will be designed to inform each participant of his/her responsibilities (and those of others) during implementation of COOP procedures.
- Identified COOP procedures personnel will participate in exercises to test academic, physical, and business systems. Training will include testing the information technology (IT) systems and backup data including testing of offsite backup system data and IT operating systems in cooperation with the district office.

**IV. PROCEDURES**

The following procedures will be followed by staff/faculty to assist in the execution of essential functions and the day-to-day operations.

## **A. Activation and Relocation**

The principal will determine when to activate and implement the COOP procedures and make the decision to relocate to the alternate site. Authority for activation may be delegated. The activation may occur with or without warning. The principal or designee (with delegated authority) will activate the COOP procedures whenever it is determined the school is not suitable for safe occupancy or functional operation. The principal will also notify the district office and provide contact information for the relocation.

## **B. Alert, Notification, and Implementation Process**

Each Core School Emergency Operations Planning Team member will be part of the telephone tree used to notify employees of COOP procedures activation and provide situation information, as available. Parents/guardians will be alerted and notified using the automated notification system as important information becomes available.

## **C. Relocation Sites**

Relocation sites have been identified as locations to establish management and to implement essential functions if warranted by an incident. Each school site will have more than one potential relocation site, in different wind directions from the incident site. One site can be accessed by walking and other site(s) by transportation services.

## **D. Alternate Facilities and Strategy**

For estimated short-term (2 to 14 days) payroll and personnel actions, the alternative facility will be the JSH 150 Pleasant St, Saranac, MI 48881. For a longer term arrangement, schools in the immediate vicinity of Saranac would be utilized if possible. Contingent alternative facilities are listed below:



<b>Alternate Facility</b>	<b>Can Replace This Primary Facility</b>	<b>Street Address</b>	<b>Contact Information</b>
Ionia ISD	Personnel and administrative offices	2191 Harwood Rd Ionia, MI 48846	Superintendent, (616) 527-4900 <u>Ethan Ebenstein</u>
Saranac Elementary	School building	250 Pleasant St Saranac, MI 48881	Principal, (616) 642-1200 <u>Mike Catrell</u>
Saranac Junior/Senior High	School building	150 Pleasant St Saranac, MI 48881	Principal (616) 642-1100 <u>Josh Leader</u>

For each alternate facility, the essential resources, equipment, and software that will be necessary for resumption of operations at the site will be identified and plans developed for securing those resources. IT systems available at the site will need to be tested for compatibility with Saranac School’s backup data.

### **E. Interoperable Communications/Backup Sites**

As noted above, the Office of State Personnel will be used as a temporary alternative site for short-term disruptions involving payroll and personnel actions.

With a longer term and/or more comprehensive incapacity of the building, Saranac Elementary School is the first option for relocation. Currently the lines and services for telephones and computers at Saranac Elementary are maintained, protected, and backed up offsite by the district office.

In Saranac Community Schools Buildings, the hardware and physical lines are protected by the fire prevention, humidity controls, temperature controls, and electrical generating capacity of the building itself. The telephone lines will work even during power failures. The building also has a generator for emergency power. The main computer room housing the servers on the main floor is protected by an array of optimal controls such as fire prevention, humidity controls, large air conditioners, and temperature controls. The building has a sprinkler system, and the placement of thermostats does match the current office configuration, resulting in constant temperature in the location.

## **F. Vital Records and Retention File**

Vital records are archived and/or retained on backup data systems stored off site.

## **G. Human Capital Management**

Employees responsible for essential functions are cross-trained. Identified special needs employees are provided Americans with Disabilities Act (ADA) accommodation and guidance in their responsibilities as well as the assistance that may be provided by coworkers in event of an incident. A coworker may assist the individual, in the appropriate capacity, to an area of safety. All personnel are also encouraged to plan for their families' well-being before a disaster strikes.

## **H. Reconstitution**

In most instances of COOP procedures implementation, reconstitution will be a reverse execution of those duties and procedures listed above, including:

- Inform staff that the threat of or incident no longer exists, and provide instructions for the resumption of normal operations.
- Supervise an orderly return to the school building.
- Conduct an after-action review of COOP operations and effectiveness of plans and procedures.

## **RECOVERY: PSYCHOLOGICAL HEALING PROCEDURES**

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### **I. PURPOSE**

These procedures have been developed to provide an emotional catharsis to students/staff impacted by trauma at school or in the community. Following a traumatic event or incident, the following recovery procedures should be implemented to assist students, staff, and their families in the healing process.

### **II. SCOPE**

The following procedures outline steps to be taken by staff/students following a trauma, a serious injury or death, and/or a major incident impacting the community. Mental health professionals available in the school community such as nurses and social workers are required to participate in the development, implementation, and evaluation of the School EOP as it relates to this annex. Additional advice will be sought from outside psychologists and mental health experts.

### **III. RESPONSIBILITIES**

To implement the recovery: psychological healing procedures:

- All staff will undergo training to learn how to recognize signs of trauma.
- Members of the Crisis Response Team will undergo in-depth training to learn how to assist in managing trauma.
- Parents and guardians will be offered tips on how to recognize signs of trauma.
- Mental health experts will review and provide input into the plan.

### **IV. SPECIALIZED PROCEDURES**

The following procedures will be implemented by staff/faculty when directed by the principal or when deemed appropriate by the situation.

#### **Immediately Following a Serious Injury or Death and/or Major Incident**

- Convene a staff meeting immediately to discuss how the situation is being handled and to discuss what resources are available to staff, students, and families (refer to the communication procedures in the basic plan).
- Set up crisis centers and designate private rooms for private counseling/defusing. Staff should include outside mental health professionals to assist with staff grief.
- Encourage teachers to facilitate class discussions about the incident and allow students to openly discuss feelings, fears, and concerns shortly after the incident. Any students who are excessively distraught should be referred to the crisis response team.

- Accept donations. In the first hours and days after a major incident, offers of help will probably be plentiful; however, offers will diminish considerably as time passes.
- Designate a place for staff, students, and community members to leave well-wishes, messages, and items.

#### **Hospital/Funeral Arrangements**

- Provide staff with information regarding visitation and/or funeral arrangements (time, location, customs) when available. If the funeral is scheduled during a school day, all student and staff will be excused from school.
- Encourage staff and students to attend the funeral to provide support for the family and bring closure to the incident.
- Designate staff person(s) to visit the hospital and/or attend the funeral to represent the school.

#### **Post-Incident Procedures**

- Allow for changes in normal routines or schedules to address injury or death; however, recommend students and staff return to their normal routine as soon as possible after the funeral.
- Follow up with students and staff who receive counseling and refer them to outside mental health professionals as needed.
- Donate all remaining memorial items to charity.
- Discuss and approve memorials with the school board's consent.

## Hazard- and Threat-Specific Annexes

**Note:**

The **hazard- and threat-specific annexes:**

- Provide unique procedures, roles, and responsibilities that apply to a specific hazard.
- Include provisions and applications for warning the public and disseminating emergency public information.
- Do not repeat information presented in the basic plan or functional annexes.

Repeating information is not advisable for the following reasons:

- School staff and students should learn and exercise simple procedures that apply to all hazards. The hazard-specific annexes should present only hazard-unique information.
- Repeating procedures increases the possibility that there will be inconsistencies in procedures that could lead to confusion during an incident.
- The plan becomes larger and more difficult for users to comprehend.

Hazard- and threat- specific annexes do not repeat content but rather build on the information within the basic plan. This section presents three sample annexes.

# Utility Emergency

**Definition:** A Utility Emergency (gas leak, water leak, electrical malfunction) that endangers the safety of students and staff.

**Signal:** Verbal announcement on P.A. followed by instructions for evacuation if necessary.

**Steps of Action:**

- I. Contact office and maintenance to assess situation
- J. Clear immediate area if necessary

**Principal:** Assess situation  
Communicate with staff and students about appropriate procedures

Initiate signal for evacuation

**Secretary:** Call 911

**Teachers:** Clear immediate area if necessary  
Notify office and maintenance to assess situation  
Follow evacuation procedures  
Take role and supervise students

**Auxiliary Staff:** Assist with student supervision

**Custodian:** Assist principal with building inspection  
Check and potentially shut down HVAC

## **NATURAL HAZARDS: FLOOD (NEAR OR ON SCHOOL GROUNDS)**

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### **I. PURPOSE**

Flooding is a natural feature of the climate, topography, and hydrology of Saranac and its surrounding areas. Some floods develop slowly during an extended period of rain or in a warming trend following a heavy snow. Flash floods can occur quickly, without any visible sign of rain. Catastrophic floods are associated with burst dams and levees, hurricanes, storm surges, tsunamis, and earthquakes. The purpose of this annex is to ensure that there are procedures in place to protect staff/students and school property in case of a flood.

### **II. SCOPE**

The annex outlines additional responsibilities and duties as well as procedures for staff responding to a flood near or on school grounds.

### **III. CORE FUNCTIONS**

The Village of Saranac and the County of Ionia Emergency Management, the National Weather Service, and other Federal cooperative agencies have an extensive river and weather monitoring system and provide flood watch and warning information to the school community via radio, television, Internet, and telephone. In the event of a flood, the Incident Commander, or principal, will activate the EOP and implement the Incident Command System.

The school siren acts as a warning system to notify staff/faculty and students in case of imminent or confirmed flooding, including that due to dam failure. If there is a loss of power, a compressed air horn or megaphone and two-way radios will serve as backup alerting/communication devices.

#### **A. Operational Functions/Procedures That May Be Activated**

Operational functions or procedures that may be activated in the event of a flood include the following:

- Evacuation
- Reverse Evacuation
- Relocation
- Parent-Student Reunification
- Special Needs Population
- Continuity of Operations (COOP)

- Recovery: Psychological Healing
- Mass Care

## **B. Activating the EOP**

The superintendent/building administrator will determine the need to activate the EOP and designate an Incident Commander.

### **1. Incident Commander Actions**

- Issue stand-by instruction. In consultation with the principal/Policy Group determine if evacuation is required.
- Notify local law enforcement of intent to evacuate, the location of the safe evacuation site, and the route to be taken to that site.
- Delegate a search team to ensure that all students have been evacuated.
- Activate communications plan.
- Determine if additional procedures should be activated.
- Issue directed transportation instruction if students will be evacuated to a safer location by means of buses and cars.
- Notify the principal/Policy Group of the status and action taken. The principal/Policy Group shall notify the superintendent of schools.
- Update the principal/Policy Group, Incident Management Team, and Section Chiefs of any significant changes.
- Do not allow staff and students to return to the building until proper authorities have determined that it is safe to do so.
- Communicate with bus drivers.
- Determine whether school will be closed or remain open.
- Document all actions taken.

### **2. Incident Management Team and Section Chiefs Actions**

- Monitor radio and Internet for flood information and report any developments to the Incident Commander.
- Review procedures with staff as needed.
- Disseminate information about the incident and follow-up actions such as where the school has relocated and parent-student reunification procedures.
- Implement the internal and external communications plan.
- Notify relocation centers and determine an alternate relocation center, if needed, if primary and secondary centers would also be flooded.
- Implement additional procedures as instructed by the Incident Commander.
- Take appropriate action to safeguard school property.
- Document all actions taken.



### **3. Staff Actions**

- Execute evacuation procedures when instructed by the Incident Management Team and/or Section Chiefs.
- Take the class roster and emergency to-go kits. Take attendance before leaving the campus.
- Remain with students throughout the evacuation process.
- Upon arrival at the safe site, take attendance. Report any missing or injured students to the Incident Commander.
- Do not return to the school building until it has been inspected and determined safe by proper authorities.
- Document all actions taken.

### **4. Bus Driver Actions**

- If evacuation is by bus, do not drive through flooded streets and/or roads. Do not attempt to cross bridges, overpasses, or tunnels that may be damaged by flooding.
- If the driver is caught in an unavoidable situation, seek higher ground immediately. If the bus stalls and water is rising, abandon the bus and seek higher ground before the situation worsens.
- Use two-way radios to communicate with the Incident Commander, Incident Management Team, and Section Chiefs.
- Document all actions taken.

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## **TECHNOLOGICAL HAZARDS: CHEMICAL**

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### **I. PURPOSE**

Hazardous chemicals are used for a variety of purposes and are regularly transported through many areas in and around Saranac. Currently, ammonia, chlorine, diesel fuel, and propane are all used and stored on school grounds. The purpose of this annex is to ensure that there are procedures in place to protect staff/students and school property in case of a chemical spill.

### **II. SCOPE**

The annex outlines additional responsibilities and duties as well as procedures for staff responding to a chemical spill.

### **III. CORE FUNCTIONS**

Chemical accidents may originate inside or outside the building. Examples include: toxic leaks or spills caused by tank, truck, or railroad accident; water treatment/waste treatment plants; and industry or laboratory spills.

The Saranac Schools maintenance team inspects stored chemicals on a regular basis.

The school siren acts as a warning system to notify staff/faculty and students. Decontamination equipment and personal protective equipment are located in a storage unit next to the main office.

#### **A. Operational Functions/Procedures That May Be Activated**

Operational functions, or procedures, that may be activated in the event of an **external** chemical spill include:

- Reverse Evacuation
- Special Needs Population
- Shelter-in-Place
- Evacuation
- Parent-Student Reunification
- Continuity of Operations (COOP)
- Recovery: Psychological Healing
- Mass Care

If there is an **internal** chemical spill, the following procedures may be activated:

- Evacuation

- Special Needs Population
- Relocation
- Parent-Student Reunification

The Incident Commander and the Incident Management Team/Section Chiefs will determine if and when these procedures should be activated.

## **B. Activating the EOP for an External Chemical Spill**

The superintendent will determine the need to activate the EOP and designate a temporary Incident Commander until a qualified HazMat Incident Commander arrives at the scene.

If the chemical spill is **external**, the following steps will be taken by the school community:

### **1. Incident Commander Actions**

- Issue stand-by instruction if school is in session.
- Determine what procedures should be activated.
- Consider a reverse evacuation to bring all persons inside the building.
- Notify Maintenance/Building and Grounds Manager to shut off mechanical ventilating systems.
- Notify local law enforcement of intent to shelter in place.
- Notify the principal/Policy Group of the status and action taken. The principal/Policy Group shall notify the superintendent of schools.
- Activate communications plan.
- Issue directed transportation instruction if students will be evacuated to a safer location by means of buses and cars.
- Update the principal/Policy Group, Incident Management Team, and Section Chiefs of any significant changes.
- Do not allow staff and students to return to the building until proper authorities have determined that it is safe to do so.
- Give the “all clear” signal after the threat has passed.
- Determine whether school will be closed or remain open.
- Document all actions taken.

### **2. Incident Management Team and Section Chiefs Actions**

- Review procedures with staff if needed.
- Implement the internal and external communications plan.
- Monitor radio and Internet for additional information and report any developments to the Incident Commander.
- Disseminate information about the incident and follow-up actions such as where the school has relocated and parent-student reunification procedures.

- Notify relocation centers and determine an alternate relocation center if necessary.
- Implement additional procedures as instructed by the Incident Commander.
- Take appropriate action to safeguard school property.
- Document all actions taken.

### **3. Staff Actions**

- Move students away from immediate vicinity of danger.
- Implement the reverse evacuation procedure if students are outside; observe wind direction by observing flags or leaves and move students appropriately.
- Execute shelter-in-place procedures when instructed by the Incident Management Team and/or Section Chiefs.
- Remain with students throughout the shelter-in-place process.
- Report any missing or injured students to the Incident Commander.
- Remain in sheltered area until the “all clear” signal has been issued.
- In the event of building damage, evacuate students to safer areas of the building or from the building. If evacuation does occur, do not re-enter the building until an “all clear” signal is issued.
- Document all actions taken.

## **C. Activating the EOP for an Internal Chemical Spill**

The superintendent will determine the need to activate the EOP and designate a temporary Incident Commander until a qualified HazMat Incident Commander arrives at the scene.

If the chemical spill is **internal**, the following steps will be taken by the school community:

### **1. Person Discovering the Spill**

- Alert others in immediate area to leave the area.
- Close windows and doors and restrict access to affected area.
- Notify principal/teacher/safety officer.
- Do not eat or drink anything or apply cosmetics.

### **2. Incident Commander Actions**

- Issue stand-by instruction to all staff and students.
- Determine what procedures should be activated.
- Activate the evacuation procedures using primary or alternate routes, avoiding exposure to the chemical fumes.
- Consider an all-school evacuation.
- Notify Maintenance/Building and Grounds Manager to shut off mechanical ventilating systems.

- Notify the local fire department and the Department of Public Health. Provide the following information:
  - School name and address, including nearest cross street(s).
  - Location of the spill and/or materials released; name of substance, if known.
  - Characteristics of spill (color, smell, visible gases).
  - Injuries, if any.
- Notify local law enforcement of intent to evacuation.
- Notify the principal/Policy Group of the status and action taken. The principal/Policy Group shall notify the superintendent of schools.
- Activate communications plan.
- Issue directed transportation instruction if students will be evacuated to a safer location by means of buses and cars.
- Update the principal/Policy Group, Incident Management Team, and Section Chiefs of any significant changes.
- Do not allow staff and students to return to the building until proper authorities have determined that it is safe to do so.
- Give the “all clear” signal after the threat has passed.
- Determine whether school will be closed or remain open.
- Document all actions taken.

### **3. Incident Management Team and Section Chiefs Actions**

- Move staff and students away from the immediate danger zone and keep staff and students from entering or congregating in danger zone.
- Review procedures with staff if needed.
- Implement the internal and external communications plan.
- Disseminate information about the incident and follow-up actions such as where the school has relocated and parent-student reunification procedures.
- Notify relocation centers and determine an alternate relocation center if necessary.
- Implement additional procedures as instructed by the Incident Commander.
- Take appropriate action to safeguard school property.
- Document all actions taken.

### **4. Staff Actions**

- Move students away from immediate vicinity of danger.
- Report location and type (if known) of the hazardous material to Incident Commander.
- Execute evacuation and relocation procedures when instructed by the Incident Management Team and/or Section Chiefs unless there is a natural or propane gas leak or odor. If a natural or propane gas leak or odor is detected, evacuate immediately and notify the principal.

- If evacuation is implemented, direct all students to report to assigned evacuation area. Take class roster and emergency to-go kits. Check that all students have left the building. Students are not to be left unattended at any time during evacuation process.
- Upon arrival at evacuation site, take attendance. Notify Incident Commander or designee of any missing or injured students.
- Remain with students throughout the evacuation and relocation process.
- Report any missing or injured students to the Incident Commander.
- Remain in sheltered area until the “all clear” signal has been issued.
- Do not return to the building until emergency response personnel have determined it is safe.
- Render first aid as needed.

## **HUMAN-CAUSED HAZARDS: INTRUDER**

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### **I. PURPOSE**

The purpose of this annex is to ensure that there are procedures in place to protect staff/students and school property in the event of an intruder onto school grounds or in the school building.

### **II. SCOPE**

The annex outlines additional responsibilities and duties as well as procedures for staff responding to an intruder on school grounds or in the school building.

### **III. CORE FUNCTIONS**

Saranac Schools will post signs at points of entry to the campus and buildings from streets and parking lots stating the following:

**All visitors entering school grounds on school days between 7:30 a.m. and 3:30 p.m. must register at the Main Office.**

To prevent intruders on campus, Saranac Schools administrators will keep doors secure, require sign-in sheets for visitors, and use cameras and staff to monitor entryways.

In the event of an intruder, Saranac Schools will contact law enforcement agencies for their assistance. Practiced procedures may be put into action to alert and protect students and faculty/staff.

Precautionary measures are outlined below to keep school personnel and students from undue exposure to danger. Efforts should be made to remain calm, to avoid provoking aggression, and to keep students safe.

#### **A. Operational Functions/Procedures That May Be Activated**

Operational functions or procedures that may be activated in the event of an intruder on campus include the following:

- Evacuation
- Reverse Evacuation
- Lockout



- Lockdown
- Parent-Student Reunification
- Recovery: Psychological Healing

## **B. Activating the EOP**

The superintendent will determine the need to activate the EOP and designate an Incident Commander to implement the procedures specified in this annex. The school Incident Commander will transfer command upon the arrival of a law enforcement Incident Commander who has authority to manage the incident.

### **1. Incident Commander Actions**

- Issue stand-by instruction.
- Determine what procedures should be activated depending on the location and nature of the intruder.
- Consult with local law enforcement and emergency management agencies and monitor the situation.
- If appropriate and safe to do so, request intruder to leave campus in a calm, courteous, and confident manner.
- Notify law enforcement and School Resource Officers to assist if necessary. Provide a description and location of intruder.
- Keep subject in view until police or law enforcement arrives.
- Activate communications plan.
- Designate an administrator or staff member to coordinate with public safety at their command post; provide a site map and keys to public safety personnel.
- Notify the principal/Policy Group of the status and action taken. The principal/Policy Group shall notify the superintendent of schools.
- Be available to deal with the media and bystanders and keep site clear of visitors.
- Activate the Crisis Response Team to implement recovery: psychological healing procedures.
- Update the principal/Policy Group, Incident Management Team, and Section Chiefs of any significant changes.
- Do not allow staff and students to enter or leave the building until proper authorities have determined that it is safe to do so.
- Give the “all clear” signal after the threat has passed.
- Determine whether school will be closed or remain open.
- Document all actions taken.

### **2. Staff Actions**

- Notify the Incident Commander or designee. Provide description and location of the intruder. Visually inspect the intruder for indications of a weapon.

- Keep contact with emergency personnel.
- Isolate intruder from students. Lock classroom and office doors. Close blinds and stay clear of windows and panes of glass.
- Remain inside rooms until the “all clear” instruction is announced

## Appendix A

The following pages include emergency responses/actions for the following

1. Medical Emergency
2. Severe Weather
3. Fire
4. Bomb Threat
5. Inside Threat/Intruder
6. Shelter In Place

# Medical Emergency

**Definition:** Emergency where one or many are critically sick or injured. Immediate concern is to aid the injured or sick student and/or adult.

## Steps of Action:

- Determine severity of emergency or injury
- Contact 911 per school policy
- Administer First Aid as trained and certified with consideration for Personal Protective Equipment (PPE)
- Contact office per school policy
- Review patients emergency card for special medical conditions; inform emergency services
- Office staff will help direct emergency vehicles and personnel
- Other available staff will help keep designated area clear

## Roles:

<b>Principal:</b>	Keep classes in session if appropriate Access situation for cause and possible evacuation Initiate evacuation if required
<b>Secretary:</b>	Call 911 Locate patient's emergency card Contact necessary parents
<b>Teachers:</b>	Maintain class in session Reassure students that patients are being cared for Follow evacuation procedures if directed
<b>Auxiliary Staff:</b>	Assist with student supervision
<b>Custodian:</b>	Report to Principal
<b>Superintendent:</b>	Handle any media contact

# Severe Weather

**Definition:** Conditions are favorable for tornado or severe weather

**Signal:** Siren or P.A. Announcement

**Steps of Action:**

- Signal will be given
- Students shall proceed to designated areas, sitting away from glass, with hands/books covering their heads
- Teachers close classroom doors after students exit into hallways
- Verify student count
- The all-clear signal will be a P.A. announcement or verbal announcement in the hallway

**Roles:**

**Principal:** Initiate tornado/severe weather signal  
Direct office staff to designated area away from glass.  
Monitor weather information  
Initiate all-clear when appropriate

**Secretary:** Monitor weather information

**Teachers:** Direct students to designated areas away from glass  
Close classroom door  
Keep students quiet  
Verify classroom count, advise principal of missing students

**Auxiliary Staff:** Assist with student supervision

**Custodian:** Ensure exterior doors and windows are shut  
Report to principal

# Fire

**Definition:** A fire in the building or on the premises requiring evacuation

**Signal:** Fire Alarm

**Steps of Action:**

- Report fire to office
- Sound alarm
- Close all window and doors to contain fire
- Evacuate building, take class list of students
- Move to designated area
- Take role
- Move to alternate site when instructed

**Roles:**

<b>Principal:</b>	Evacuate building Check for injuries, missing students or staff
<b>Secretary:</b>	Call 911 Call Superintendent Evacuate building, take emergency information
<b>Teachers:</b>	Close all windows and doors Evacuate building Take class list and Red/Green Card <b>or</b> Move to assigned area Take role; use Red/Green Card for accountability Move to alternate site when instructed
<b>Auxiliary Staff:</b>	Assist with student supervision
<b>Custodian:</b>	Secure building Report to principal

# Bomb Threat

**Definition:** An explosive or incendiary device present in the school or on the premises which may explode

**Signal:** If evacuation is called, or if moving away is required, you will be instructed by law enforcement officials.

**Steps of Action:**

Person receiving threat should fill out Bomb Threat Checklist (last page)

- Report bomb threat to principal and give checklist
- Public Safety officials will determine appropriate response
- If evacuation, follow route designated by Public Safety officials
- If move away is initiated, follow instructions
- If evacuation, office staff will notify transportation
- Take class list, move to designated area, account for students
- Move to alternate site when instructed

**Roles:**

**Principal:** Call 911  
Consult with Public Safety Officials  
Initiate signal for evacuation if necessary and assist  
Assist with move away procedures if appropriate  
Check for injured/missing students/staff

**Secretary:** Call transportation  
Call Superintendent

**Teachers:** Follow instructions and signals  
Follow evacuation procedures  
Follow move away procedures  
Take class list and Red/Green Cards  
Take role and supervise students

**Auxiliary Staff:** Assist with student supervision

**Custodian:** Report to principal

# Inside Threat

**Definition:** Intruder, active shooter, or threat inside of building

**Signal:** Verbal announcement on P.A. **“Inside Threat, Lockdown” Follow ALICE training, indicate location and nature of threat**

**Steps of Action:**

- Initiate Lockdown procedures.
- Outside activities are moved to a safe location outside of building.
- Remain in position until all clear and notified by law enforcement.

**Roles:**

**Principal:** Initiate signal over P.A. **“Inside Threat, Lockdown”**  
Direct office staff to lockdown

**Secretary:** Call 911

**Teachers:** Gather students into nearest classroom or lockdown area  
Close and lock all exterior doors and windows  
Check halls and restrooms if safe to do so  
Outside activities are routed to a safe location  
**Follow ALICE training Hide, barricade, or exit**  
Turn off lights, lock classroom doors  
Keep students quiet  
Verify attendance  
Remain in position until all clear and notified by law enforcement

**Auxiliary Staff:** Assist with student supervision

**Custodian:** Lockdown



# Shelter in Place

**Definition:** A potential intruder or a potential threat outside of building

**Signal:** Verbal announcement on P.A. “**Shelter in Place**”

**Steps of Action:**

- \* Check halls and restrooms for students. Close exterior doors and windows.
- \* Verify attendance and resume normal classroom activities.
- \* Remain in position until all clear and notified by law enforcement, fire, emergency manager, or principal.

**Roles:**

<b>Principal:</b>	Initiate signal over P.A. “ <b>Shelter in Place</b> ” Direct office staff to follow “Shelter in Place” procedures Verify doors and windows are closed Keep classes in session Shut down HVAC systems if necessary
<b>Secretary:</b>	Call 911
<b>Teachers:</b>	Gather students into nearest classroom Close and lock all exterior doors and windows Check halls and restrooms if safe to do so Lock classroom doors Continue normal classroom activities Verify attendance Remain in position until all clear <u>and</u> notified by law enforcement, fire, emergency manager, or principal
<b>Auxiliary Staff:</b>	Assist with student supervision and attendance
<b>Custodian:</b>	Assure exterior doors and windows are shut and locked Assist building principal

# **BOMB THREAT CHECKLIST**

Remain calm and try to hold the caller on the phone as long as possible, gather as much information as possible without alarming the caller.

Date: \_\_\_\_\_ Time Call Received: \_\_\_\_\_ am/pm Time Call Terminated: \_\_\_\_\_ am/pm

Number where call was received: \_\_\_\_\_ Who received the call: \_\_\_\_\_

Exact Wording of the Threat: \_\_\_\_\_

Gender of Caller: Male / Female Age of Caller: \_\_\_\_\_ Race: \_\_\_\_\_

Is the voice familiar, who does it sound like? \_\_\_\_\_

**If possible, ask the caller the following questions:**

When is the bomb going to explode?	Where is the bomb right now?	What does it look like?
What kind of bomb is it?	What will cause it to explode?	Is there a special way to identify the bomb?
Did you place the bomb?	Why?	What is your address?
What is your name?	Other:	

**Caller's Voice: (Circle how the caller sounds)**

Calm	Angry	Excited	Slow	Soft	Loud	Laughter	Crying
Normal	Distinct	Slurred	Nasal	Stutter	Lisp	Fast	Familiar
Raspy/ Ragged	Clearing Throat	Deep Breathing	Cracked Voice	Disguised	Accent	Deep	Other:

**Threat Language: (circle type of language used)**

Well Spoken	Foul Language	Irrational	Taped Message	Incoherent	Message Read by Threat Maker
Remarks:					

**Background Sounds: (circle sounds that you hear)**

Street Noise	Animal Noises	Clear	Voices	Music	House Noises	Motor	Office Machinery
Factory Machinery	PA System or Local Noise			Other:			

# SCHOOL TELEPHONE NUMBERS

## EMERGENCY CALL 911

POSITION	NAME	TELEPHONE
Superintendent/Incident Commander	Jason Smith	Ext. 1403(616-299-6269)
Principal-Ele/2-Alt Incident Commander	Mike Catrell/Sara Serne	Catrell-Ext. 1204 (616-350-2858) Serne-Ext 1261 (616-902-2398)
Office-Ele	Becky Edwards/Becky Bowen	Ext. 1200
Principal-JSH/1-Alt Incident Commander	Josh Leader/Sara Serne	Leader-Ext. 1104 (616-902-5957) Serne-Ext 1104 (616-902-2398)
Office-JSH	Mandy Mutschler/Kate Hardy	Ext. 1100
Central Office	Teri Bergy	Ext. 1401
Transportation	Jason Smith/Shawn Austin	Ext. 1440
Ele Student Services Coordinator	Cathy Cooper	Ext. 1242 (616-583-2289)
JSH Student Services Coordinator	Sarah Milbratz	Ext. 1151
Operations/HVAC	Rob Richter	Ext. 1442 (616-893-6290)
School Counselor	Adam Eisen	Ext. 1142
School Psychologist	Lisa Hervey	Ext. 1275
Special Ed director	Sarah Milbratz	Ext. 1151
School Social Worker	Chris Doucette	Ext. 1282/1114
Buildings and Grounds	Greg Smith	Ext. 1441
Buildings and Grounds	Don Videtich	Ext 1441
Athletic Director	Kim Stevens	Ext. 1147
Food Service	Stacy McKinch	Ext. 1110

**The Superintendent's office will be the only source of information to the press.**

### Junior/Senior High

#### **MERT**

Josh Leader  
Sara Serne  
Sarah Milbratz  
Diana Smith  
Mandy Mutschler  
Kate Hardy

Phyllis Plumley  
Bob Naylor  
Melissa Chaffins  
Glen Fountain

#### **NCI/CPI**

Josh Leader  
Sara Serne  
Sarah Milbratz  
Melissa Chaffins

### Elementary MERT team

Mike Catrell  
Sara Serne  
Becky Edwards  
Becky Bowen  
Stephanie Smith  
Sue Chipman  
Amy Miles

Tami Wernette  
Cathy Cooper

#### **NCI/CPI**

Mike Catrell  
Sara Serne  
Becky Edwards  
Becky Bowen  
Stephanie Smith  
Margaret Besson  
Brandy Mutschler  
Kelli Thomas  
Tami Wernette

Cathy Cooper  
Tara Rasmus  
Melissa Price  
Sue Chipman  
Chris Doucette  
Becky Hoople  
Keri Washburn  
Barb Cizaukas

## Appendix C

### Law Enforcement Command Posts

In the event of an emergency we will need alternate posts for law enforcement.

If evacuation is needed for Saranac JSH, students and command posts will be

Saranac Elementary  
250 Pleasant St  
Saranac, MI 48881  
616-642-1200

If evacuation is needed for Saranac Elementary, students and command posts will be

Saranac High School  
150 Pleasant St  
Saranac, MI 48881  
616-642-1100

Command posts will be the above as well as Ionia County Sheriff's Dept.

133 E Adams St  
Ionia, MI 48846  
616-527-5737

#### **Alternate Site Locations:**

Saranac Community Church  
125 Bridge St  
Saranac, MI 48881  
616-642-6801

St. Anthony's Church  
3927 Jackson Rd  
Saranac, MI 48881  
616-642-6119

#### **Reunification Team:**

Jason Smith, Superintendent  
Josh Leader, JSH Principal  
Mike Catrell, Elementary Principal  
Rob Richter, Operations Director  
Chuck Prins, Mechanic

Sara Serne, K-12 Assistant Principal  
Stephanie Smith, K-12 Instructional Coach  
Kim Stevens, Athletic Director  
John Milewski/Patrick Tucker, Technology  
Shawn Austin, Transportation

## **Cardiac Emergency Response Plan** **Saranac Community Schools**

This Cardiac Emergency Response Plan is adopted by **Saranac Schools** effective **August 2018**. This plan was reviewed and approved by Ionia County Emergency Management.

A cardiac emergency requires immediate action. Cardiac emergencies may arise as a result of a Sudden Cardiac Arrest (SCA) or a heart attack, but can have other causes. SCA occurs when the electrical impulses of the heart malfunction resulting in sudden death.

Signs of Sudden Cardiac Arrest can include one or more of the following:

- Not moving, unresponsive or unconscious, *or*
- Not breathing normally (i.e., may have irregular breathing, gasping or gurgling or may not be breathing at all), *or*
- Seizure or convulsion-like activity.

*Note:* Those who collapse shortly after being struck in the chest by a firm projectile/direct hit may have SCA from commotio cordis.

The Cardiac Emergency Response Plan of **Saranac Community Schools** shall be as follows:

1. **Developing a Cardiac Emergency Response Team**
  - (a) The Cardiac Emergency Response Team shall be comprised of those individuals who have current CPR/AED certification. It will include the school nurse, coaches, and others within the school. It should also include an administrator and office staff who can call 9-1-1 and direct EMS to the location of the SCA.
  - (b) Members of the Cardiac Emergency Response Team are identified in the “Cardiac Emergency Response Team” attachment, to be updated yearly and as needed to remain current. One of the members shall be designated as the Cardiac Emergency Response Team Coordinator.
  - (c) All members of the Cardiac Emergency Response Team shall receive and maintain nationally recognized training, which includes a certification card with an expiration date of not more than 2 years.
  - (d) As many other staff members as reasonably practicable shall receive training.
2. **Activation of Cardiac Emergency Response Team during an identified cardiac emergency**
  - (a) The members of the Cardiac Emergency Response Team shall be notified immediately when a cardiac emergency is suspected.
  - (b) The Protocol for responding to a cardiac emergency is described in Section 8 (below) and in the “Protocol for Posting” attachment.
3. **Automated external defibrillators (AEDs) – placement and maintenance**
  - (a) Minimum recommended number of AEDs for Saranac Community Schools:
    - (1) *Inside school building* – The number of AEDs shall be sufficient to enable the school staff or another person to retrieve an AED and deliver it to any location within the school building, ideally within 2 minutes of being notified of a possible cardiac emergency. Elementary has one by lunchroom and one by front office. JSH has one by the gym, and one by the front office.
    - (2) *Outside the school building* on school grounds / athletic fields – The number of AEDs, either stationary or in the possession of an on-site athletic trainer, coach, or other qualified person, shall be sufficient to enable the delivery of an AED to any location outside of the school (on school grounds) including any athletic field, ideally within 2 minutes of being notified of a possible cardiac emergency. One AED is on a mobile cart for athletics
    - (3) *Back-up AEDs* – One or more AEDs shall be held in reserve for use as a replacement for any AED which may be out-of-service for maintenance or other issues. The back-up AED(s) should also be available for use by the school’s athletic teams or other groups traveling to off-site locations.

- (b) **Saranac Schools** will regularly check and maintain each school-owned AED in accordance with the AED’s operating manual and maintain a log of the maintenance activity. The school shall designate a person who will be responsible for verifying equipment readiness and for maintaining maintenance activity.
- (c) Additional Resuscitation Equipment: A resuscitation kit shall be connected to the AED carry case. The kit shall contain latex-free gloves, razor, scissors, towel antiseptic wipes and a CPR barrier mask.
- (d) AEDs shall not be locked in an office or stored in a location that is not easily and quickly accessible at all times.
- (e) AEDs shall be readily accessible for use in responding to a cardiac emergency, during both school-day activities and after-school activities, in accordance with this Plan. Each AED shall have one set of defibrillator electrodes connected to the device and one spare set. All AEDs should have clear AED signage so as to be easily identified. Locations of the AEDs are to be listed in the “Cardiac Emergency Response Team” attachment and in the “Protocol for Posting” attachment.

**4. Communication of this Plan throughout the school campus**

- (a) The Cardiac Emergency Response Protocol shall be *posted* as follows:
  - (1) In each classroom, cafeteria, restroom, health room, faculty break room and in all school offices.
  - (2) Adjacent to each AED.
  - (3) Adjacent to each school telephone.
  - (4) In the gym, near the swimming pool, and in all other indoor locations where athletic activities take place.
  - (5) At other strategic school campus locations, including outdoor physical education and athletic areas.
  - (6) Attached to all portable AEDs.
- (b) The Cardiac Emergency Response Protocol shall be *distributed* to:
  - (1) All staff and administrators at the start of each school year, with updates distributed as made.
  - (2) All Health Services staff including the school nurse, health room assistants and self-care assistants.
  - (3) All athletic directors, coaches, and applicable advisors at the start of each school year and as applicable at the start of the season for each activity, with updates distributed as made.
- (c) Results and recommendations from Cardiac Emergency Response Drills performed during the school year shall be communicated to all staff and administrative personnel. See paragraph 5(b) below.
- (d) A copy of this Cardiac Emergency Response Plan shall be provided to any organization using the school. A signed acknowledgment of the receipt of this Plan and the Protocol by any outside organization using the school shall be kept in the school office. School administration and any outside organization using the school shall agree upon a modified Cardiac Emergency Response Plan. The modified Plan shall take into consideration the nature and extent of the use and shall meet the spirit and intent of this Plan which is to ensure that preparations are made to enable a quick and effective response to a cardiac emergency on school property.

**5. Training in Cardiopulmonary Resuscitation (CPR) and AED Use**

- (a) Staff Training:
  - (1) In addition to the school nurse, a sufficient number of staff shall be trained in cardiopulmonary resuscitation (CPR) and in the use of an AED to enable **Saranac Schools** to carry out this Plan. (It is recommended that at a minimum, at least 10% of staff, 50% of coaches, and 50% of physical education staff should have current CPR/AED certification.) Training shall be renewed at least every two years. The school shall designate the person

- (2) responsible for coordinating staff training as well as the medical contact for school based AEDs, if available.
  - (3) Training shall be provided by an instructor, who may be a school staff member, currently certified by a nationally-recognized organization to conform to current American Heart Association guidelines for teaching CPR and/or Emergency Cardiac Care (ECC).
  - (4) Training may be traditional classroom, on-line or blended instruction but should include cognitive learning, hands-on practice and testing.
- (b) **Cardiac Emergency Response Drills:**  
 Cardiac Emergency Response Drills are an essential component of this Plan. **Saranac Schools** shall perform a minimum of 2 successful Cardiac Emergency Response Drills each school year with the participation of athletic trainers, athletic training students, team and consulting physicians, school nurses, coaches, campus safety officials and other targeted responders. A successful Cardiac Emergency Response Drill is defined as full and successful completion of the Drill in 5 minutes or less. **Saranac Schools** shall prepare and maintain a Cardiac Emergency Response Drill Report for each Drill. (See “Conducting Drills” attachment.) These reports shall be maintained for a minimum of 5 years with other safety documents. The reports shall include an evaluation of the Drill and shall include recommendations for the modification of the CERP if needed. (It is suggested that the school / school district consider incorporating the use of students in the Drills.)

**6. Local Emergency Medical Services (EMS) integration with the school/school district’s plan**

- (a) **Saranac Schools** shall provide a copy of this Plan to local emergency response and dispatch agencies (e.g., the 9-1-1 response system), which may include local police and fire departments and local Emergency Medical Services (EMS).
- (b) The development and implementation of the Cardiac Emergency Response Plan shall be coordinated with the local EMS Agency, campus safety officials, on-site first responders, administrators, athletic trainers, school nurses and other members of the school and/or community medical team.
- (c) **Saranac Schools** shall work with local emergency response agencies to 1) coordinate this Plan with the local emergency response system and 2) to inform local emergency response system of the number and location of on-site AEDs.

**7. Annual review and evaluation of the Plan**

**Saranac Schools** shall conduct an annual internal review of the school/school district’s Plan. The annual review should focus on ways to improve the school’s response process, to include:

- (a) *A post-event review* following an event. This includes review of existing school-based documentation for any identified cardiac emergency that occurred on the school campus or at any off-campus school-sanctioned function. The school shall designate the person who will be responsible for establishing the documentation process.  
 Post-event documentation and action shall include the following:
  - (1) A contact list of individuals to be notified in case of a cardiac emergency.
  - (2) Determine the procedures for the release of information regarding the cardiac emergency.
  - (3) Date, time and location of the cardiac emergency and the steps taken to respond to the cardiac emergency.
  - (4) The identification of the person(s) who responded to the emergency.
  - (5) The outcome of the cardiac emergency. This shall include but not be limited to a summary of the presumed medical condition of the person who experienced the cardiac emergency to the extent that the information is publicly available. Personal identifiers should not be collected unless the information is publicly available.
  - (6) An evaluation of whether the Plan was sufficient to enable an appropriate response to the specific cardiac emergency. The review shall include recommendations for improvements in the Plan and in its implementation if the Plan was not optimally suited for the specific incident. The post-event review may include discussions with medical personnel (ideally through the school’s medical counsel) to help in the debriefing process and to address any concerns regarding on-site medical management and coordination.

- (7) An evaluation of the debriefing process for responders and post-event support. This shall include the identification of aftercare services including aftercare services and crisis counselors.
  - (b) A review of the documentation for all Cardiac Emergency Response Drills performed during the school year. Consider pre-established Drill report forms to be completed by all responders.
  - (c) A determination, at least annually, as to whether or not additions, changes or modifications to the Plan are needed. Reasons for a change in the Plan may result from a change in established guidelines, an internal review following an actual cardiac emergency, or from changes in school facilities, equipment, processes, technology, administration, or personnel.
8. **Protocol for School Cardiac Emergency Responders**

## **Saranac Community Schools**

### **Cardiac Emergency Response Team PROTOCOL**

#### **For All Schools**

Sudden cardiac arrest events can vary greatly. Faculty, staff and Cardiac Emergency Response Team (CERT) members must be prepared to perform the duties outlined below. Immediate action is crucial in order to successfully respond to a cardiac emergency. Consideration should be given to obtaining on-site ambulance coverage for high-risk athletic events. The school should also identify the closest appropriate medical facility that is equipped in advanced cardiac care.

Follow these steps in responding to a suspected cardiac emergency:

**(a) Recognize the following signs of sudden cardiac arrest and take action in the event of one or more of the following:**

- The person is not moving, or is unresponsive, or appears to be unconscious.
- The person is not breathing normally (has irregular breaths, gasping or gurgling, or is not breathing at all).
- The person appears to be having a seizure or is experiencing convulsion-like activity. (Cardiac arrest victims commonly appear to be having convulsions).
- *Note:* If the person received a blunt blow to the chest, this can cause cardiac arrest, a condition called commotio cordis. The person may have the signs of cardiac arrest described above and is treated the same.

**(b) Facilitate immediate access to professional medical help:**

- Call 9-1-1 as soon as you suspect a sudden cardiac arrest. Provide the school address, cross streets, and patient condition. Remain on the phone with 9-1-1. (Bring your mobile phone to the patient's side, if possible.) Give the exact location and provide the recommended route for ambulances to enter and exit. Facilitate access to the victim for arriving Emergency Medical Service (EMS) personnel.
- Immediately contact the members of the Cardiac Emergency Response Team.
  - Give the exact location of the emergency. ("Mr. /Ms. \_\_\_ Classroom, Room # \_\_\_, gym, football field, cafeteria, etc."). Be sure to let EMS know which door to enter. Assign someone to go to that door to wait for and flag down EMS responders and escort them to the exact location of the patient.
- If you are a CERT member, proceed immediately to the scene of the cardiac emergency.
  - The closest team member should retrieve the automated external defibrillator (AED) en route to the scene and leave the AED cabinet door open; the alarm typically signals the AED was taken for use.
  - Acquire AED supplies such as scissors, a razor and a towel and consider an extra set of AED pads.



**(c) Start CPR:**

- Begin continuous chest compressions and have someone retrieve the AED.
- Here's how:
  - Press hard and fast in center of chest. Goal is 100 compressions per minute. (Faster than once per second, but slower than twice per second.)
  - Use 2 hands: The heel of one hand and the other hand on top (or one hand for children under 8 years old), pushing to a depth of 2 inches (or 1/3<sup>rd</sup> the depth of the chest for children under 8 years old.
  - Follow the 9-1-1 dispatcher's instructions, if provided.

**(d) Use the nearest AED:**

- When the AED is brought to the patient's side, press the power-on button, and attach the pads to the patient as shown in the diagram on the pads. Then follow the AED's audio and visual instructions. If the person needs to be shocked to restore a normal heart rhythm, the AED will deliver one or more shocks.
  - *Note:* The AED will only deliver shocks if needed; if no shock is needed, no shock will be delivered.
- Continue CPR until the patient is responsive or a professional responder arrives and takes over.

**(e) Transition care to EMS:**

- Transition care to EMS upon arrival so that they can provide advanced life support.

**(f) Action to be taken by Office / Administrative Staff:**

- Confirm the exact location and the condition of the patient.
- Activate the Cardiac Emergency Response Team and give the exact location if not already done.
- Confirm that the Cardiac Emergency Response Team has responded.
- Confirm that 9-1-1 was called. If not, call 9-1-1 immediately.
- Assign a staff member to direct EMS to the scene.
- Perform "Crowd Control" – directing others away from the scene.
- Notify other staff: school nurse, athletic trainer, athletic director, etc.
- Ensure that medical coverage continues to be provided at the athletic event if on-site medical staff accompanies the victim to the hospital.
- Consider delaying class dismissal, recess, or other changes to facilitate CPR and EMS functions.
- Designate people to cover the duties of the CPR responders.
- Copy the patient's emergency information for EMS.
- Notify the patient's emergency contact (parent/guardian, spouse, etc.).
- Notify staff and students when to return to the normal schedule.
- Contact school district administration.

**Building Location Information**

**School Name & Address**

**\_Saranac Elementary\_ 250 Pleasant St, Saranac, MI 48881\_\_\_\_\_**

**School Emergency Phone#** *616-642-1200 or 616-642-1400*\_\_\_\_\_

**Cross Streets** Pleasant St and Otto Laabs Ln\_\_\_\_\_

**AED Location** lunchroom\_\_\_\_\_ **AED Location** main office\_\_\_\_\_

**AED Location** \_\_\_\_\_ **AED Location** \_\_\_\_\_

**AED Location** \_\_\_\_\_ **AED Location** \_\_\_\_\_

**Building Location Information**

**School Name & Address** Saranac Junior/Senior High 150 Pleasant St, Saranac, MI 48881\_\_\_\_\_

**School Emergency Phone#** *616-642-1100 or 616-642-1400*\_\_\_\_\_

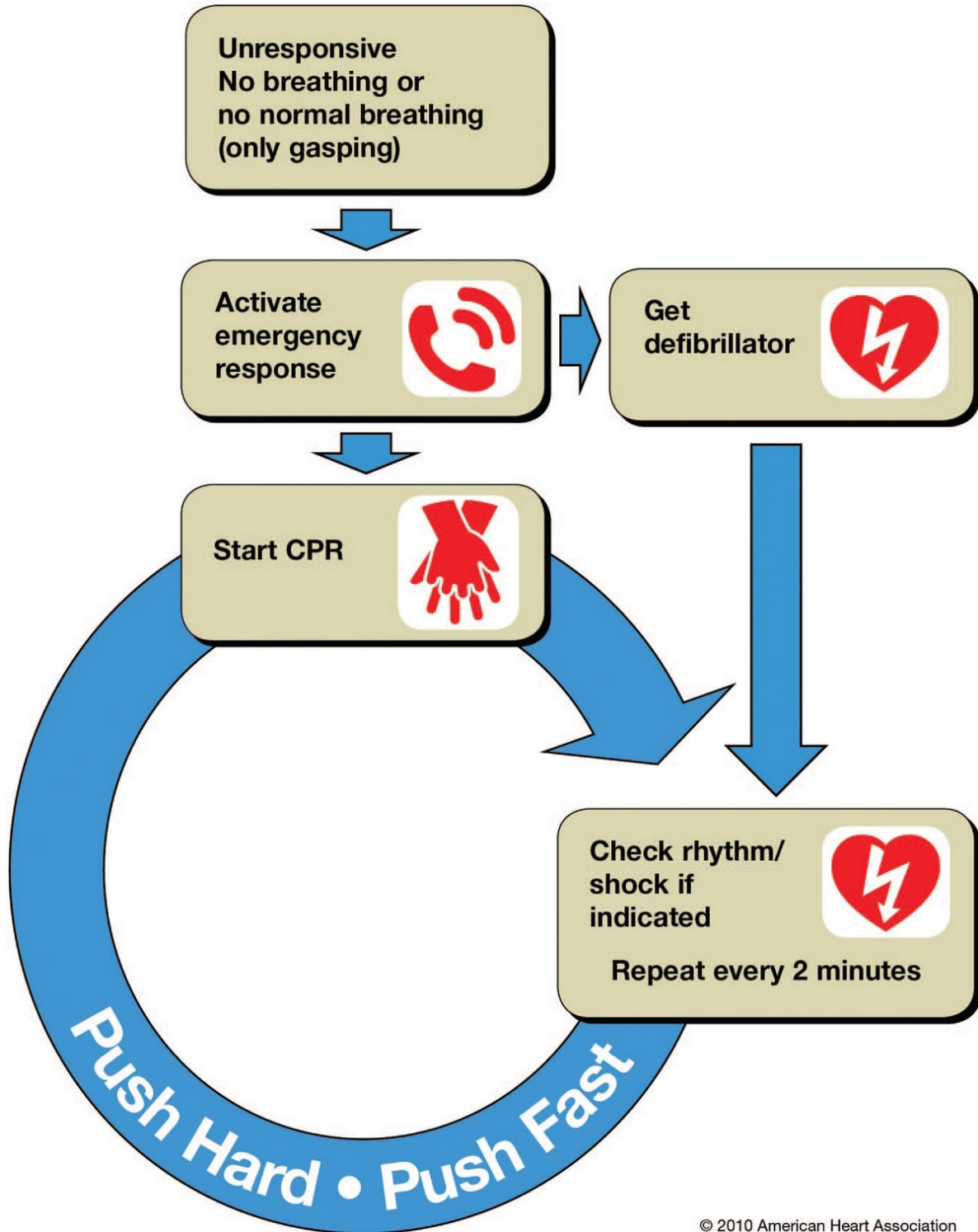
**Cross Streets** Pleasant St and Orchard St\_\_\_\_\_

**AED Location** Outside main office \_\_\_\_\_ **AED Location** Band room/gym area\_\_\_\_\_

**AED Location** AED on a cart\_\_\_\_\_ **AED Location** \_\_\_\_\_

**AED Location** \_\_\_\_\_ **AED Location** \_\_\_\_\_

Saranac Community Schools  
CARDIAC EMERGENCY RESPONSE TEAM PROTOCOL  
Simplified Adult BLS



© 2010 American Heart Association

## Saranac Community Schools

Jason Smith, Superintendent  
225 Pleasant Street  
Saranac, Michigan 48881

[www.saranac.k12.mi.us](http://www.saranac.k12.mi.us)

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Telephone 616-642-1400  
Fax 616-642-1405

September 10, 2018

This agreement is between Saranac Community Schools and Saranac Community Church.

In the event of an emergency Saranac Community Schools may use Saranac Community Church parking lot and facilities to stage and release students.

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Saranac Community Schools

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Saranac Community Church

Saranac Elementary School  
Phone 616.642.1200  
Fax 616.642.1205

Saranac High School  
Phone 616.642.1100  
Fax 616.642.1105

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THE school of choice, preparing youth today for tomorrow...

Saranac Junior/Senior High  
150 Pleasant St  
Saranac MI 48881

Natural gas and electrical shut off valves are located behind the school, back drive, near boiler room. You access the drive from the front teacher parking lot. Picture below

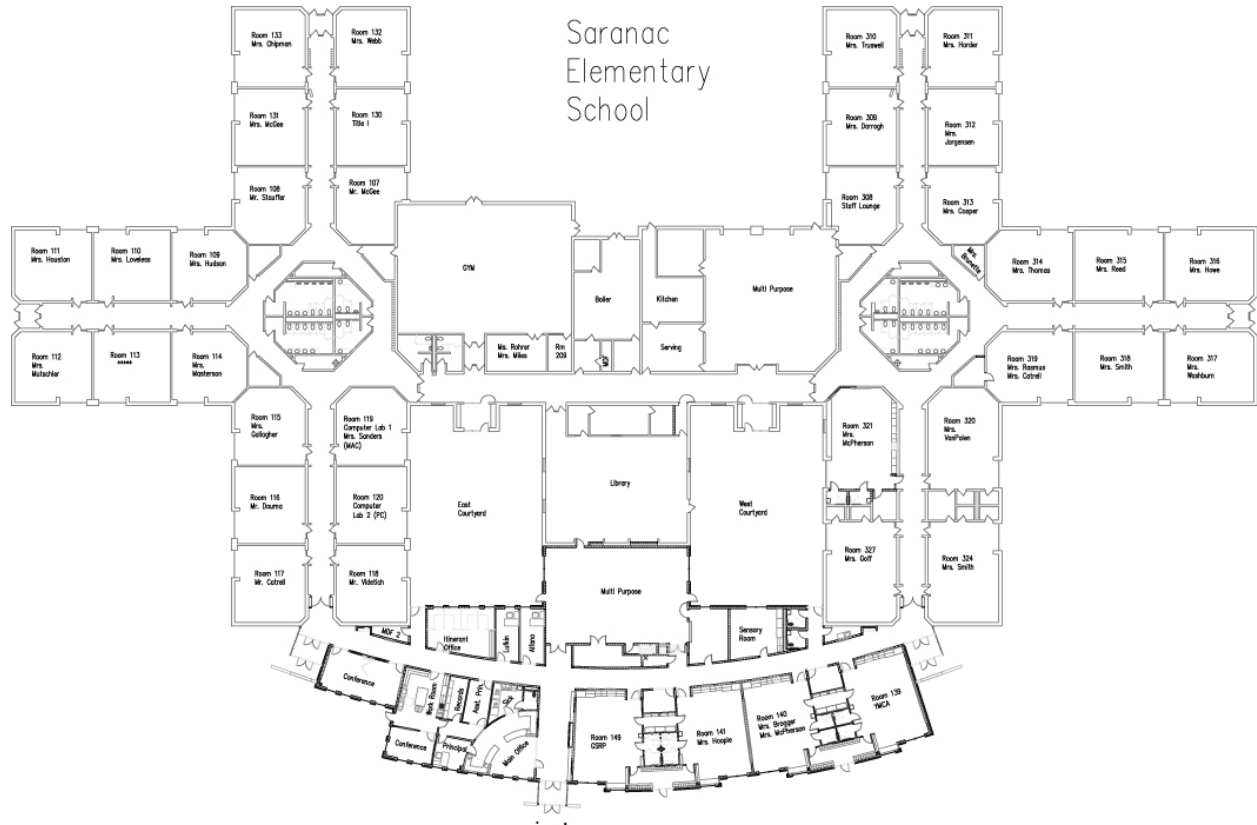


Saranac Elementary  
250 Pleasant St  
Saranac MI 48881

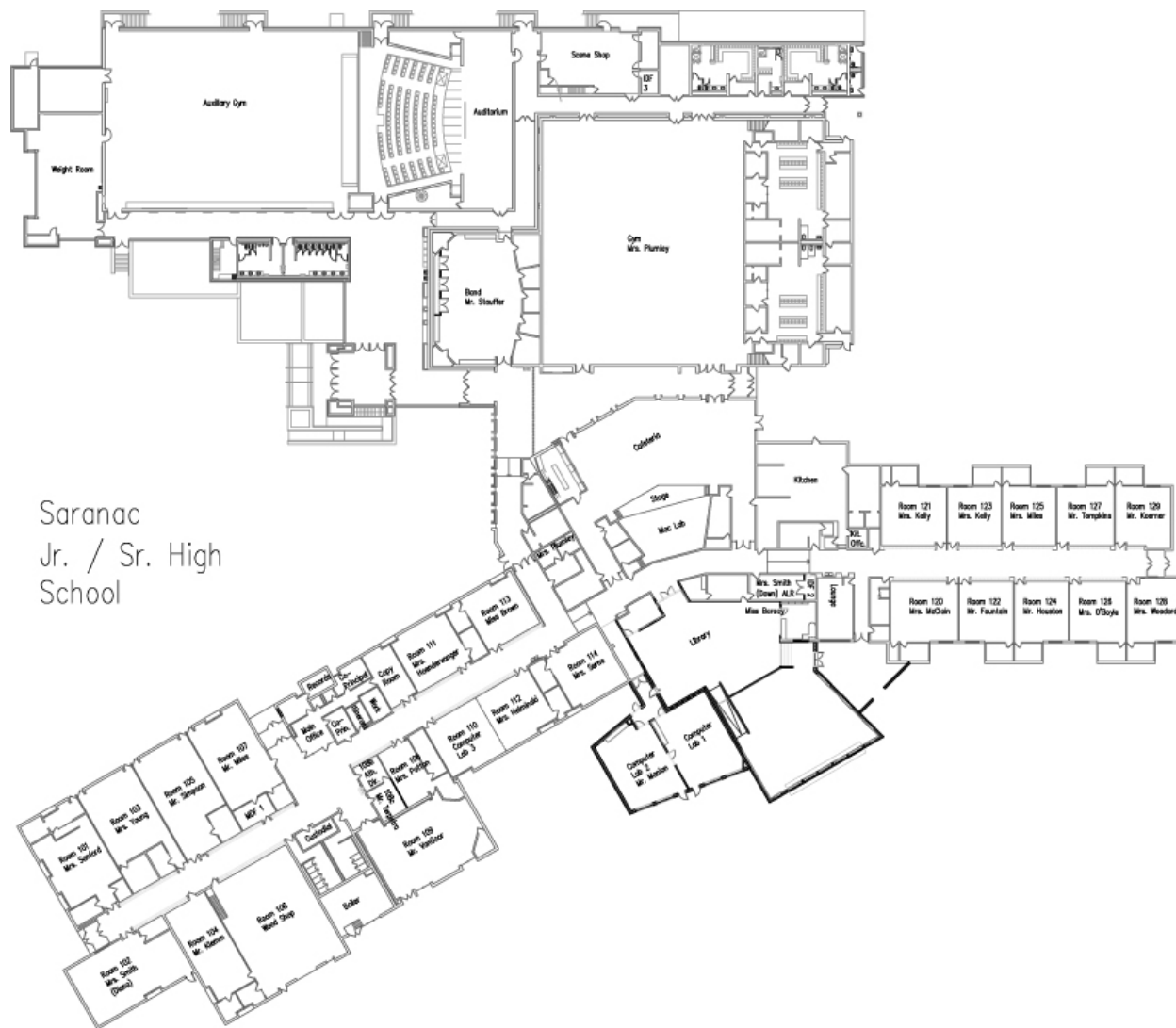
Natural gas and electrical shut off valves are located behind the school, back drive, near boiler room. You access the drive from the front teacher parking lot. Picture below



250 Pleasant St  
Saranac, MI 48881



Saranac High School  
150 Pleasant St  
Saranac, MI 48881



Saranac  
Jr. / Sr. High  
School

