

New Lenox School District 122

Facility Rental Packet

102 S Cedar Rd.
New Lenox, IL 60451
815-485-2169
Fax – 815-485-2236



NEW LENOX SCHOOL DISTRICT 122

102 South Cedar Road, New Lenox, Illinois 60451

Phone 815-485-2169 Fax 815-485-2236

Dear Organizations:

Please carefully read Section I – Eligible Organization’s Category Designation, Section II – Guidelines Governing Facility Usage, and all the attached Appendices before you complete the Application in Section III.

The following documents must be returned in order to submit your group’s application:

1. Completed Application (Section III)
2. Certificate of Insurance
3. Check made out to New Lenox School District 122 in the amount required for your group’s category (if applicable)
4. A Roster showing each child’s residency (if applicable)
5. Signed Release of Liability Form (Appendix A)

Please submit all documents to the Director of Facilities and Planning, New Lenox School District 122, 102 S Cedar Rd., New Lenox, IL 60451.

Please call me at 815-485-2169 if you have any questions.

Sincerely,

Robert Nelson
Director of Facilities and Planning

SECTION I - ELIGIBLE ORGANIZATION'S CATEGORY DESIGNATION

Overview

An organization within the New Lenox School District 122 attendance boundaries is eligible to use the school facilities upon approval of its written application to the Superintendent (See Section III). A fee may be applicable according to your organization's category. A deposit may also be required; however, this may be waived on the recommendation of the Superintendent.

Following are the types of organizations eligible to use the school facilities and their category designation:

Category 1: New Lenox School District 122 Educational Programs

These organizations may use designated facilities free of charge prior to 6:30 p.m.

An additional fee may be charged if a major event is scheduled for a non-school day or weekend. (i.e. Boy Scout Jamboree on a Saturday).

Category 2: Organizations/Partnerships offering services closely related to the core mission of educating the children of New Lenox (i.e. school partners).

These organizations may use the facilities at no cost for meetings or activities at the end of the school day until 6:30 p.m. on regularly scheduled school days. However, these organizations will be required to pay an hourly rental fee of \$25.00 per hour for classroom space and \$50.00 per hour for gymnasium space for use of designated facilities from 6:30 to 9:00 p.m. or on non-school days.

Category 3: Competitive Travel Teams

This category includes organizations that partner with New Lenox School District 122.

The following groups, under the direction of New Lenox Park District, have first priority for the use of New Lenox School District facilities: Mustang Football, Mustang Cheerleading, New Lenox Rebels Baseball Association, New Lenox Soccer Association, and New Lenox Softball Association. These organizations should apply directly to the New Lenox Park District for indoor and/or outdoor use of New Lenox School District 122 facilities.

These organizations may use the facilities through a negotiated agreement with NLS D 122 on regularly scheduled school days. These organizations may be required to pay a fee for use of designated facilities on non-school days.

All competitive travel teams should contact the New Lenox Park District first to schedule their activities.

Competitive travel teams, not under the direction of the New Lenox Park District, must meet a residency requirement where 50% of participants are students of New Lenox School District 122. A certificate of insurance and a roster are required.

Practice facilities are limited and on a first come, first serve basis. No game facilities are available. Teams will be required to pay \$50.00 per hour for gymnasium use.

Category 4: All other organizations

This refers to all organizations requesting use of the designated buildings AFTER 6:30 p.m. on a weekday or the use of designated or alternate buildings on the weekends.

These organizations may be required to pay an hourly rental fee up to \$90.00 per hour for the space if they desire to use designated facilities at the end of the school day until 9:00 p.m. or on non-school days.

SECTION II – GUIDELINES GOVERNING FACILITY USAGE

These general guidelines will govern the use of all of District 122's facilities:

1. All non-school related groups must supply adequate supervision to ensure proper care and use of school facilities.
 - The non-school related group is responsible to the Board for the use and care of the school facility. All adult supervisors must have cell phones with them at all times.
 - Sufficient, competent adult supervision must be provided and the adult supervisor must ensure that no minor is left alone after the activity.
 - Only the cafeteria, auditorium, gymnasium, and athletic field, along with needed hallways and parking areas, are available for community use. Entering any room or area not in use by the group is prohibited. The adult supervisor will vacate the facility at the scheduled end time. Use of the school facility is not permitted past the agreed end time.
 - No furniture or equipment may be moved without prior approval from the Director of Facilities and Planning.
 - Signs, displays, or materials may not be attached, nailed, or otherwise affixed to walls.
2. All non-school related groups must agree to:
 - Indemnify and hold harmless the District and its agents and employees for and from any and all loss including attorneys' fees, damages, expense, and liability arising out of its use of school property.
 - Pay any damages to school facilities, furniture, or equipment arising out of its use of school property whether such damage was accidental or deliberate. The cost of damages will be based on the repair or replacement cost; the choice of which is at the School Board's discretion.
 - A certificate of insurance in the amount of \$100,000 for property loss for each occurrence and \$500,000 for personal injury liability for each occurrence shall be furnished by anyone requesting the use of New Lenox School District 122 facilities. The certificate will name New Lenox School District 122 as additional insured.
3. We require the organization to sign a "Release of Liability" (See Appendix A).
4. All non-school related groups must agree to use appropriate emergency procedures including calling 9-1-1 for medical emergencies and whenever an AED is used.
5. All non-school related groups must agree to follow the District's Plan for Responding to a Medical Emergency at a Physical Fitness Facility, 4:170-AP6 (Appendix B). Important: The District will not supervise the activity nor will it supply trained AED users to act as emergency responders at any time, including during staffed business hours.
6. If the request involves a physical fitness facility, the non-school related group must:

- Designate at least one adult supervisor who agrees to be an emergency responder. All emergency responders are encouraged to be trained in CPR and trained to use the AED.
 - Provide a copy of the District's plan for responding to medical emergencies to each designated emergency responder.
 - Require that 9-1-1 be called for medical emergencies and whenever an AED is used.
 - Ensure that each designated emergency responder knows the location of first aid equipment and any AED.
 - Ensure that only trained AED users operate an AED, unless the circumstances do not allow time for a trained AED user to arrive.
 - Arrange for at least one emergency responder to have a tour of the facility before the activity.
 - Ensure that if an AED is used, the Superintendent is informed and all appropriate forms are completed (4:170-E6, Automated External Defibrillator Incident Report - Appendix C).
7. SMOKING, ILLEGAL DRUGS, AND ALCOHOLIC BEVERAGES ARE STRICTLY PROHIBITED ON SCHOOL PROPERTY. FAILURE TO COMPLY WILL RESULT IN SUSPENSION OF BUILDING USE PRIVILEGES.
 8. All rules and regulations of the Board of Education and provisions of the Illinois School Code are to be strictly observed by those using New Lenox School District 122 property and facilities. Any use, contrary to or in violation of the law, rules or regulations, shall be grounds for cancellation of the permit and for removing the users from the property and further shall bar such organization from further use thereof.
 9. Parking in any areas other than the parking lots may cause forfeiture of the privilege of using the school facilities.
 10. NLSD assumes no responsibility for any damage to vehicles or theft of articles from vehicles while on the NLSD property.
 11. For all evening meetings, the custodian must be able to lock the outside doors with the building cleared by 9:10 p.m.
 12. The custodian will remain on the premise the entire time the facility is in use.
 13. Building custodians are directed to report any misuse of facility or violation of rental agreement to the building principal, who will then notify the Administrative Services Office.
 14. Custodial services are not available for any work not directly assigned by a school designee. A custodian may not assume any responsibilities beyond the scope of his or her assigned responsibilities.

15. Appropriate supervision must be provided by the organization at all times to ensure the security of the building and its contents.
16. Those who use the school property will not be permitted to manage or culminate any games of chance (bingo or illegal activity) upon the premises with the exception of:
 - School connected groups that schedule fund raising activities or events for the sole purpose of raising money for New Lenox School District 122, with said money being used for the direct welfare of the students.
 - Exempt Community Groups (i.e. Senior Citizens, etc.).
17. All such activities must have prior written approval of the Superintendent or his/her designee.
18. All cancellations shall be made in writing to the Director of Facilities & Planning.
19. Notice of the cancellation must be submitted at least forty-eight (48) hours before date of intended use. Saturday and Sunday use must be cancelled before 12 noon on the Thursday prior to the event. If adequate notice is not given, the Superintendent or his/her designee reserves the right to invoice for full charges for the facilities requested – this applies to all organizations.
20. The Superintendent or his/her designee reserves the right to cancel any organization's permit to use the facilities. Whenever possible, ample notice will be given.

SECTION III - APPLICATION FOR USE OF SCHOOL FACILITIES

This application must be approved before a non-school related group is allowed to use school facilities. School organizations, school-sponsored programs, and organizations whose primary purpose is to provide financial assistance to the school are all considered, for the purpose of this application, to be school-related. Use of school facilities for school purposes has precedence over all other uses.

Organization name	Requested school facility
Adult Supervisor from Organization (<i>must be 21 years of age or older</i>)	Phone/email address
Program/Activity	Date(s) and start/end time(s)
Equipment needed	Total Hours Requested

Room arrangement, including decorations	Materials to be brought into facility
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1. All non-school related groups must supply adequate supervision to ensure proper care and use of school facilities.

- The non-school related group is responsible to the Board for the use and care of the school facility. All adult supervisors must have cell phones with them at all times.
- Sufficient, competent adult supervision must be provided and the adult supervisor must ensure that no minor is left alone after the activity.
- Only the cafeteria, auditorium, gymnasium, and athletic field, along with needed hallways and parking areas, are available for community use. Entering any room or area not in use by the group is prohibited. The adult supervisor will vacate the facility at the scheduled end time. Use of the school facility is not permitted past the agreed end time.
- No furniture or equipment may be moved without prior approval from the Director of Facilities & planning.
- Signs, displays, or materials may not be attached, nailed, or otherwise affixed to walls.

_____ *Initial here if this is agreeable*

2. All non-school related groups must agree to:

- Indemnify and hold harmless the District and its agents and employees for and from any and all loss including attorneys' fees, damages, expense, and liability arising out of its use of school property.
- Pay any damages to school facilities, furniture, or equipment arising out of its use of school property whether such damage was accidental or deliberate. The cost of damages will be based on the repair or replacement cost; the choice of which is at the School Board's discretion.
- A certificate of insurance in the amount of \$100,000 for property loss for each occurrence and \$500,000 for personal injury liability for each occurrence shall be furnished by anyone requesting the use of New Lenox School District 122 facilities. The certificate will name New Lenox School District 122 as additional insured.

_____ *Initial here if this is agreeable*

3. Estimated Cost:

Organization is Category _____ Hours Needed _____ Hourly Rate _____
 Estimated Cost _____ Down Payment _____

4. Payment:

Please make check payable to: New Lenox School District 122

Your Organization will be invoiced for the actual usage amount if it is more than you requested.

5. All non-school related groups must agree to use appropriate emergency procedures including calling 9-1-1 for medical emergencies and whenever an AED is used.

_____Initial here if this is agreeable

6. All non-school related groups must agree to follow the District's Plan for Responding to a Medical Emergency at a Physical Fitness Facility, 4:170-AP6. Important: The District will not supervise the activity nor will it supply trained AED users to act as emergency responders at any time, including during staffed business hours.

Activity being proposed is not in a physical fitness facility.

_____Initial here if this is agreeable

Copy of the District's Plan for Responding to a Medical Emergency at a Physical Fitness Facility has been provided. (77 Ill.Admin.Code §527.800(c).

_____Initial here that a copy was received.

7. If the request involves a physical fitness facility, the non-school related group must:

- Designate at least one adult supervisor who agrees to be an emergency responder. All emergency responders are encouraged to be trained in CPR and trained to use the AED.
- Provide a copy of the District's plan for responding to medical emergencies to each designated emergency responder.
- Require that 9-1-1 be called for medical emergencies and whenever an AED is used.
- Ensure that each designated emergency responder knows the location of first aid equipment and any AED.
- Ensure that only trained AED users operate an AED, unless the circumstances do not allow time for a trained AED user to arrive.
- Arrange for at least one emergency responder to have a tour of the facility before the activity.
- Ensure that if an AED is used, the Superintendent is informed and all appropriate forms are completed (4:170-E6, Automated External Defibrillator Incident Report).

_____Initial here if this is agreeable

I certify that I am authorized to act for the above-named organization. I understand that: (1) the granting of this request does not constitute recognition of my organization as a school-related group or activity, and (2) my organization may not represent itself or any of its activities as school-related.

I agree to: (1) abide by the conditions stated in this application, and (2) adhere to all Board policies and administrative procedures applicable to this use of the school's facility.

Applicant name (please print)

Telephone number

Address

Email address

Applicant signature

Date

The Superintendent or designee will base his or her decision on the information being provided in this application as well as other criteria deemed important. (Note to Superintendent or designee: After approving or denying this application, return a copy of it to the person making the request, keep the original in the central office, and send a copy to the appropriate Building Principal.)

Approved

Denied

Superintendent or designee

Date

Submit Application to Director of Facilities & Planning, 102 S Cedar Rd, New Lenox, IL 60451

Appendix A

RELEASE OF LIABILITY

In partial consideration for the use of the facilities of NEW LENOX SCHOOL DISTRICT 122, the undersigned hereby releases NEW LENOX SCHOOL DISTRICT 122, its Board of Education, collectively and individually, and all of its officers, agents, designees, and employees from any and all possible liability which might be attributable to property damage or injury by virtue of the use of New Lenox School Districts 122 facilities, or actions or failure to act of any of New Lenox School District officers, agents, designees, or employees.

The undersigned understands that the organization represented hereby waives the right to bring suit against New Lenox School District 122, its Board Members or officers, agents, designees, or employees to collect on, or enforce, any liability whatsoever on the part of New Lenox School District 122, its Board Members or officers, agents, designees, or employees which might arise out of the undersigned's use of New Lenox School District 122 premises.

I have read, understand, and accept the terms of the above waiver and release.

Name of Organization

Signature*

Printed Name of Person Signing

Date: _____

Facility Requested: _____

Date of Event: _____

*To be executed by the authorized officers of any corporation or association or by each individual (parents in case of minors) who leases or use the premises.

Revised: March 2007

Operational Services

Administrative Procedure - Plan for Responding to a Medical Emergency at an Indoor Physical Fitness Facility

The following operations implement School Board policy 4:170, *Safety*, requiring a plan for responding to medical emergencies at an indoor physical fitness facility. These operations shall be completed consistent with the Physical Fitness Facility Medical Emergency Procedures Act, 210 ILCS 74, and the Illinois Department of Public Health Rules, Part 527, “Physical Fitness Medical Emergency Preparedness Code.” Any definitions of terms found in this Act and IDPH implementing Rules are used as the definitions of those terms in this Procedure.

Actor	Action		
<p>Superintendent or designee</p>	<p>Appoints a staff member to coordinate the operations in this Procedure who will be known as the “Plan Coordinator.”</p> <p>Plan Coordinator:</p> <table data-bbox="505 856 1105 919"> <tr> <td data-bbox="505 856 938 919">Liza Pawelek <i>Name</i></td> <td data-bbox="938 856 1105 919">PPS Director <i>Position</i></td> </tr> </table> <p>Files this plan with the Dept. of Public Health, Division of EMS & Highway Safety, 500 E. Monroe – 8th Floor, Springfield, IL 62701. 77 Ill. Admin. Code § 527.400(a). Files an updated plan with the IDPH after a change in the facility that affects the ability to comply with a medical emergency, such as the facility was closed for more than 45 days. 77 Ill. Admin. Code § 527.400(c).</p> <p>Dates plan submitted: August 22, 2005</p> <p>Decides, with input from the Plan Coordinator, the schedule for purchasing AEDs. 210 ILCS 74/50</p> <p><u>Indoor Facility</u> –Every district must have all applicable facilities equipped with an AED.</p> <p><u>Outdoor Facility</u> – A district with 4 or fewer physical fitness facilities must have at least one such facility in compliance; its second facility by July 1, 2010; its third facility by July 1, 2011; and its fourth facility by July 1, 2012. A district with more than 4 physical fitness facilities must have 25% of those facilities in compliance; 50% by July 1, 2010; 75% by July 1, 2011; and 100% by July 1, 2012.</p> <p>If the AED becomes inoperable, the district must replace or repair it within the applicable time frame in 77 Ill. Admin. Code §527.600.</p> <p>Designates each Building Principal as the individual who must be notified in the event of a medical emergency. Sec. 527.400(a).</p>	Liza Pawelek <i>Name</i>	PPS Director <i>Position</i>
Liza Pawelek <i>Name</i>	PPS Director <i>Position</i>		

Actor	Action																														
	<table border="0"> <thead> <tr> <th data-bbox="500 247 698 279">Building</th> <th data-bbox="971 247 1149 279">Office Contact</th> </tr> </thead> <tbody> <tr> <td data-bbox="500 289 792 321">Caroline Bentley School</td> <td data-bbox="971 289 1133 321">815-485-4451</td> </tr> <tr> <td data-bbox="500 321 727 352">Cherry Hill School</td> <td data-bbox="971 321 1133 352">815-462-7831</td> </tr> <tr> <td data-bbox="500 352 678 384">Haines School</td> <td data-bbox="971 352 1133 384">815-485-2115</td> </tr> <tr> <td data-bbox="500 384 695 415">Liberty Jr. High</td> <td data-bbox="971 384 1133 415">815-462-7951</td> </tr> <tr> <td data-bbox="500 415 698 447">Alex M Martino</td> <td data-bbox="971 415 1133 447">815-485-7593</td> </tr> <tr> <td data-bbox="500 447 763 478">Nelson Prairie School</td> <td data-bbox="971 447 1133 478">815-462-2874</td> </tr> <tr> <td data-bbox="500 478 755 510">Nelson Ridge School</td> <td data-bbox="971 478 1133 510">815-462-2870</td> </tr> <tr> <td data-bbox="500 510 771 541">Oster-Oakview School</td> <td data-bbox="971 510 1133 541">815-485-2125</td> </tr> <tr> <td data-bbox="500 541 766 573">Arnold J Tyler School</td> <td data-bbox="971 541 1133 573">815-485-2398</td> </tr> <tr> <td data-bbox="500 573 678 604">Transportation</td> <td data-bbox="971 573 1133 604">815-485-4566</td> </tr> <tr> <td data-bbox="500 604 852 636">Haven Administrative Center</td> <td data-bbox="971 604 1133 636">815-485-2169</td> </tr> <tr> <td data-bbox="500 636 665 667">Spencer Trail</td> <td data-bbox="971 636 1133 667">815-462-7007</td> </tr> <tr> <td data-bbox="500 667 682 699">Spencer Pointe</td> <td data-bbox="971 667 1133 699">815-462-7988</td> </tr> <tr> <td data-bbox="500 699 711 730">Spencer Crossing</td> <td data-bbox="971 699 1133 730">815-462-7997</td> </tr> </tbody> </table> <p data-bbox="500 804 1409 930">Follows the requirements of 77.Ill. Admin. Code §525.500 upon receiving a completed report that an AED was used (4:170-E6, <i>Automatic External Defibrillator Incident Report</i>), sends or faxes it to the EMS System Resource Hospital. Sec. 527.500(a).</p> <p data-bbox="500 940 1214 972">EMS System Resource Hospital: Silver Cross, Joliet, Illinois</p>	Building	Office Contact	Caroline Bentley School	815-485-4451	Cherry Hill School	815-462-7831	Haines School	815-485-2115	Liberty Jr. High	815-462-7951	Alex M Martino	815-485-7593	Nelson Prairie School	815-462-2874	Nelson Ridge School	815-462-2870	Oster-Oakview School	815-485-2125	Arnold J Tyler School	815-485-2398	Transportation	815-485-4566	Haven Administrative Center	815-485-2169	Spencer Trail	815-462-7007	Spencer Pointe	815-462-7988	Spencer Crossing	815-462-7997
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Plan Coordinator	<p>Responsibilities Concerning Location of AED and Other First Aid Equipment</p> <p>Decides, with input from the Building Principal or designee, where to place the AED and other first aid equipment so that their location will be conspicuous, easily accessible, and convenient; the AED must be mobile and accessible at all times. Sec. 527.600(a).</p> <table border="0" data-bbox="503 462 1299 924"> <thead> <tr> <th data-bbox="503 462 941 493">Building</th> <th data-bbox="941 462 1299 493">First Aid & AED Location</th> </tr> </thead> <tbody> <tr> <td data-bbox="503 493 941 525">Caroline Bentley School</td> <td data-bbox="941 493 1299 525">Gymnasium</td> </tr> <tr> <td data-bbox="503 525 941 556">Cherry Hill School</td> <td data-bbox="941 525 1299 556">Gymnasium</td> </tr> <tr> <td data-bbox="503 556 941 588">Haines School</td> <td data-bbox="941 556 1299 588">Gymnasium</td> </tr> <tr> <td data-bbox="503 588 941 619">Liberty Jr. High</td> <td data-bbox="941 588 1299 619">Gymnasium (Large)</td> </tr> <tr> <td data-bbox="503 619 941 651">Alex M. Martino Jr. High</td> <td data-bbox="941 619 1299 651">Gymnasium</td> </tr> <tr> <td data-bbox="503 651 941 682">Nelson Prairie School</td> <td data-bbox="941 651 1299 682">Gymnasium</td> </tr> <tr> <td data-bbox="503 682 941 714">Nelson Ridge School</td> <td data-bbox="941 682 1299 714">Gymnasium</td> </tr> <tr> <td data-bbox="503 714 941 745">Oster-Oakview School</td> <td data-bbox="941 714 1299 745">Gymnasium</td> </tr> <tr> <td data-bbox="503 745 941 777">Arnold J Tyler School</td> <td data-bbox="941 745 1299 777">Gymnasium</td> </tr> <tr> <td data-bbox="503 777 941 808">Transportation</td> <td data-bbox="941 777 1299 808">Meeting Room</td> </tr> <tr> <td data-bbox="503 808 941 840">Haven Administrative Center</td> <td data-bbox="941 808 1299 840">Board Room</td> </tr> <tr> <td data-bbox="503 840 941 871">Spencer Trail</td> <td data-bbox="941 840 1299 871">Gymnasium</td> </tr> <tr> <td data-bbox="503 871 941 924">Spencer Pointe/Crossing</td> <td data-bbox="941 871 1299 924">Gymnasium/Library</td> </tr> </tbody> </table> <p>Keeps a copy of the AED's manual with the AED.77 Ill. Admin. Code § 527.500.</p> <p>Responsibilities Concerning Notification and Posting</p> <p>Along with the Building Principal, notifies all staff members of the location of any AEDs as well as the instructions for responding to medical emergencies. Sec. 527.800(b).</p> <p>Responsibilities Concerning Training</p> <p>Coordinates, with input from the Building Principal, the training of all staff members who regularly supervise students in physical fitness facilities in the use of CPR and, if appropriate, AEDs. Sec. 527.800(a).</p> <p>Responsibilities Concerning Instructions for Responding to Medical Emergencies</p> <p>Along with the Building Principal, notifies all facility staff of the location of any AEDs and the <i>Step-by-Step Emergency Response Plan</i> described below. Sec. 527.800(b).</p> <p>Coordinates, along with the Building Principal, the posting of the <i>Step-by-Step Emergency Response Plan</i> described below. Sec. 527.800(b).</p> <p>Responsibilities Concerning Maintenance and Testing of AEDs</p> <p>Ensures that all AEDs are maintained and tested according to manufacturer's guidelines. Sec. 527.700(a).</p> <p>Maintains a record of the applicable maintenance and training at the facility. Sec. 527.500(b)(2).</p> <p>Keeps a copy of the maintenance and testing manual at the facility and keeps a copy of the manual with each AED. Sec. 527.700(b).</p>	Building	First Aid & AED Location	Caroline Bentley School	Gymnasium	Cherry Hill School	Gymnasium	Haines School	Gymnasium	Liberty Jr. High	Gymnasium (Large)	Alex M. Martino Jr. High	Gymnasium	Nelson Prairie School	Gymnasium	Nelson Ridge School	Gymnasium	Oster-Oakview School	Gymnasium	Arnold J Tyler School	Gymnasium	Transportation	Meeting Room	Haven Administrative Center	Board Room	Spencer Trail	Gymnasium	Spencer Pointe/Crossing	Gymnasium/Library
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Building Principal	In a conspicuous place in the physical fitness facility, posts: (1) the list of all staff																												

Actor	Action
	<p>members who are emergency responders, and (2) the <i>Step-by-Step Emergency Response Plan</i> described below. Sec. 527.400(a).</p> <p>Posts a notice at the school's main entrance stating that an AED is located on the premises. Sec. 527.600(a).</p> <p>Receives notice in the event of a medical emergency. Sec. 527.400(a).</p>
Nurses	<p>Along with the Plan Coordinator, help staff members understand the instructions for responding to medical emergencies.</p> <p>These instructions must provide that the AED is to be operated only by trained AED users, unless the circumstances do not allow time to be spent waiting for a trained AED user to arrive. Sec. 527.800(c).</p>
Trained AED Users and/or Other Emergency Responders	<p>According to their training, use appropriate emergency responses upon the occurrence of any sudden, serious, and unexpected sickness or injury that would lead a reasonable person, possessing an average knowledge of medicine and health, to believe that the sick or injured person required urgent or unscheduled medical care. Sec. 527.400(a).</p> <p>According to their training, use the AED to help restore a normal heart rhythm when a person's heart is not beating properly. Sec. 527.400(a).</p> <p>Calls 9-1-1 for medical emergencies and whenever an AED is used. Sec. 527.400(b).</p> <p>Informs the Building Principal whenever the AED or other emergency response is used. Sec. 527.400(a).</p> <p>Whenever an AED is used, completes 4:170-E6, <i>Automatic External Defibrillator Incident Report</i>, and forwards it to the Superintendent so that it can be sent or faxed to the EMS System Resource Hospital. Sec. 527.500(a).</p>

SCHOOL:	EMPLOYEE NAME
Bentley	Power, Susan
Bentley	Stercay, Mary
Bentley	Torto, Cindy
Bentley	Ulstad, Dave
Bentley	Heikes, Michelle
Bentley	Baumann, Theresa
Bentley	Rackoczy, Mike
Cherry Hill	Moss, Eileen
Cherry Hill	Phillips, Karen
Cherry Hill	Brooks, Lisa
Cherry Hill/Spencer Trail	Lundborg, Bruce
District Office	Walls, Lynette
Haines	Miller, Kelly
Haines	Smith, Lynn
Haines	Goeppner, Christine
Haines	Cooke, Ellen
Liberty	McKevitt, Mary Ann
Liberty	Houseman, Michelle
Liberty	Behrens, Debbie
Liberty	LaBuhn, Nicole
Liberty	Trulley, Ted
Liberty	Zumpano, Anthony
Liberty	Havlin, James
Liberty	Hence, David
Liberty	Koehmstedt, Suzanne

Liberty	McGoldrick, Bridget
Liberty	Hooker, Jaclyn
Liberty	Glavan, Kim
Liberty	Zinkel, Diane
Martino	Davis, Barb
Martino	Peters, Sandy
Martino	Bendy, Jen
Martino	DeNeut, Steve
Martino	Presutti, Dottie
Martino	Pirc, Lisa
Martino	Laack, Brian
Martino	Kilstrom, Brandon
Martino	Waldron, Mandy
Martino	Werve, Tessa
Martino	Kies, David
Martino	Coleman, Jill
Martino	Fisher, Gwen
Martino	Kashirsky, Jaclyn
Martino	Wallek, Matt
Martino	Pequette, Amy
Martino	LaBuhn, Nicole
Martino	Wettergren, John
Oakview	Rady, Clair
Oakview	Simmons, Donnah
Oakview	Edgett, Pat

Oakview	Kneller, Liz
Oakview	Pacholski, Jeff
Oakview	Goad, Jacqueline
Prairie	Rosborough, Andrea
Prairie	Hallahan, Maribeth
Prairie	Hanley, Diane
Prairie	Osborne, Char
Ridge	Pruitt, Teri
Ridge	Vanderwall, Denise
Ridge	Lambert, Peggy
Ridge	Lattz, Mary
Tyler	Dixon, Lauren
Tyler	Bonkalski, Ann
Tyler	Buckendahl, Colleen
Tyler	Buikema, Joy
Tyler	Diaz-Albertini, Lisa
Spencer Trail	McAndrew, Lynn
Spencer Trail	Schuman, Annette
Spencer Trail	Ashum, Neko
Spencer Trail	Motsch, Lori
Spencer Trail/Cherry Hill	Lundborg, Bruce
Spencer Pointe	Pitney, Amy
Spencer Pointe	Hardin, Amy
Spencer Pointe	Lavin, Christina
Spencer Pointe/Crossing	Ridings, Marsha
Spencer Pointe/Crossing	Tiberi, Marina

Spencer Crossing	Szablewski, Pat
Spencer Crossing	Anzalone, Terry
Spencer Crossing	Manzi, Fred
Spencer Crossing	Sterritt, Jason

<p>All Facility Staff Members and Users</p>	<p>2. Follow the Step-by-Step Emergency Response Plan described below:</p> <p>3. 1. Immediately notify the building's emergency responder(s) whose contact information is posted in the facility. Under life and death circumstances call 9-1-1 without delay.</p> <p>4. 2. Bring the first aid equipment and AED to the emergency scene. The AED is to be operated only by trained AED users for the intended purpose of the AED, unless the circumstances do not allow time for a trained AED user to arrive.</p> <p>5. 3. Immediately inform the Building Principal or designee of the emergency.</p> <p>6. 4. The emergency responder will take charge of the emergency. This person will apply first aid, CPR, and/or the AED, as appropriate.</p> <p>7. 5. If necessary, the emergency responder instructs someone to call 9-1-1, providing the location in the building and which entrance to use. This person should make sure someone is sent to open the door for paramedics and guide them to the scene.</p> <p>8. 6. When paramedics arrive and assume care of the victim, the emergency responder or other staff person notifies the victim's parent/guardian or relative.</p> <p>9. 7. If an AED was used, the person using it completes the Automatic External Defibrillator Incident Report, 4:170-E6. If appropriate, a supervising staff member completes an accident report.</p> <p>10. 8. If an adult refuses treatment, the emergency responder documents the refusal and, if possible, asks the adult to sign a statement stating that he or she refused treatment.</p>

REVISED: October 21, 2009

1st READING: April, 2010 (February, 2010 PRESS)

2nd READING: May, 2010

REVISED: June 16, 2010

Appendix C

Operational Services

Exhibit - Automatic External Defibrillator Incident Report

To be completed by the person who used the AED

Patient name: _____ Age: _____

Patient identification: Student Parent Other: _____

Date of incident: _____ Description of incident: _____

Name of person who determined victim's unresponsiveness: _____

Name of person applying AED: _____

Number of times patient was defibrillated: _____

Time 9-1-1 was called: _____

Patient vitals prior to arrival of EMS: Breathing Yes No
Pulse Yes No
Heart rhythm: _____

Time EMS arrived: _____

Patient vitals after arrival of EMS: Breathing Yes No
Pulse Yes No
Heart rhythm: _____

Patient transported to: _____

List series of events from start of emergency until conclusion:

Forward completed incident report to the Superintendent. Upon receipt, the Superintendent or designee shall send or fax this incident report to the EMS System Resource Hospital.

Signature of person who administered AED _____ Date _____

Address _____ Telephone _____