



# Focused on Safety

*Mr. Cliff Cole, Superintendent*

*Mr. Don Breedlove, Director of Safety/Athletics*

## Quick Thinking

Last spring, a Paulding County School District employee possibly saved the life of a co-worker. Rhonda Kastl and Marie Capes both work in the PCSD Business Services department. Rhonda's quick reaction to Marie choking may have very well saved her co-worker's life. A brief synopsis of the incident:

Marie was eating lunch at her desk (while working) and got choked on a bite of chicken. She was unable to dislodge and was unable to speak so she kicked her desk a couple of times to try to get someone's attention. Rhonda heard the noise, leaned over from her cubicle to see what was going on and saw that Marie was choking. She immediately jumped up and performed the Heimlich maneuver about six times before dislodging the chicken. Kudos to Rhonda for her swift and decisive action in this situation. We are very thankful that Marie was okay.

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Marie Capes, Rhonda Kastl

## Heimlich Maneuver

Guidelines to follow if someone is choking:

- 1-If choking and they are coughing then encourage them to continue doing so
- 2-If not coughing or breathing: begin the Heimlich maneuver
- 3-Stand behind the person, wrap your arms around the waist, and tip the person slightly forward
- 4-Make a fist with one hand and place it slightly above the navel
- 5-Grasp your fist with your other hand and press forcefully into the abdomen with quick, upward thrusts, using force as if you were attempting to lift the person up
- 6-Continue the thrusts until the foreign body is dislodged

Use this link for a demonstration of the Heimlich maneuver

<http://www.youtube.com/watch?v=kJDpr05zmB4>



## Work Related Injury

The majority of work related injuries are a result of a slip, trip or fall. This type of incident continues to be the leading reported work related injury in the Paulding County School District. Many of these could have been prevented and done so by focusing on: wearing proper footwear, paying attention to your environment closely, paying attention to the task at hand and by reporting areas of concern. Some common causes are slippery floors due to a spill, litter or trash on the floor, objects on the floor and loose or frayed carpet or tile.

It is a safety goal of the Paulding County School District to reduce the number of work related accidents and injuries that occur with our employees. Make sure you do your part to help achieve a zero percent accident week, month and year at your facility. Think on a daily basis how you can prevent accidents and injuries as it takes the efforts of everyone in the district to achieve an accident and injury free workplace.

## Safest Schools

The following schools had the fewest work related accident or injuries reported for the 2012-13 school year. Thank you for your efforts in district employee safety.

### Elementary Schools

- 1-Roberts ES
- 2-tie Hutchens ES
- 2-tie Abney ES
- 2-tie New Georgia ES

### Middle Schools

- 1-Dobbins MS
- 2-tie Austin MS
- 3-tie South Paulding MS

### High Schools

- 1-East Paulding HS
  - 2-Hiram HS
-

## 2013-14 School Safety Coordinators

### **HIGH SCHOOLS**

|                     |                   |
|---------------------|-------------------|
| East Paulding High  | Alan Daws         |
| Hiram High          | Andy Dorsey       |
| North Paulding High | Chris Davies      |
| Paulding Co High    | Katherine Bradley |
| South Paulding High | Edward Thomas     |

### **MIDDLE SCHOOLS**

|                       |                  |
|-----------------------|------------------|
| Austin Middle         | David Ponder     |
| Dobbins Middle        | Chris Jackson    |
| East Paulding Middle  | Tim Reuss        |
| Jones Middle          | Glenn Bigham     |
| McClure Middle        | Tom Alverson     |
| Moses Middle          | Larry Sailors    |
| Ritch MS              | Jamie Watkins    |
| Scoggins Middle       | Tamara Vickers   |
| South Paulding Middle | Katherine Murray |

### **ELEMENTARY SCHOOLS**

|                    |                  |
|--------------------|------------------|
| Abney Elem         | Celeste Straka   |
| Allgood Elem       | Scott Ragsdale   |
| Baggett Elem       | Lyn Crowe        |
| Burnt Hickory Elem | Paul Chaffee     |
| Dallas Elem        | Cecelia Brown    |
| Dugan Elem         | Dana Steverson   |
| Hiram Elem         | Stefanie Bowen   |
| Hutchens Elem      | John Cooper      |
| Nebo Elementary    | Ann Arnold       |
| New Georgia Elem   | Sonja Nelson     |
| Northside Elem     | Jennifer Gordon  |
| McGarity Elem      | Tracy Gaynor     |
| Panter Elem        | Julie Penegar    |
| Poole Elem         | Veda Crutchfield |
| Ragsdale Elem      | Larry Bell       |
| Roberts Elem       | Cynthia Davies   |
| Russom Elem        | Libby Bell       |
| Shelton Elem-      | Gina Zuganelis   |
| Union Elem         | Joanne Zebeau    |

If you have safety questions or concerns please see your safety coordinator in your building for assistance. Working together we can create a safer environment for all employees.

## What every employee should know

- AED locations and how to use
- Location of the school safety plan (common drive)
- Individual responsibility in a fire, severe weather, code red, code blue
- Location of and how to use a fire extinguisher
- How to approach a stranger without a visitors pass
- Contents and use of emergency bags
- On- and off-campus relocation sites as well as contacts
- Relocation protocols and procedures
- Plans for early dismissal
- Location of and contents of the At A Glance Document

## PCSD Safety Violation Tip Line

The district has an established way for employees to anonymously report any safety violation or concern. The link can be found on the staff *intranet*, under the [SAFETY RESOURCES](#) link. The safety resources password is “safetyfirst”. The submitter will not be asked for their name. They will be asked to answer the following questions: Date, location (school or facility) of the violation or concern, explanation of the concern or violation, and if the concern has been reported to the school or site administration. Listed below is the link.

[http://intranet.paulding.k12.ga.us/safety\\_violations.php](http://intranet.paulding.k12.ga.us/safety_violations.php)