



SAFETY FIRST

A summary of the overall Safety Program of the Paulding County School District

Revised June 2015

TABLE OF CONTENTS

Automatic Electronic Defibrillators (AED)	5
Continuity of Operations	13
Custodial Department	13
Early release guidelines	13
Emergency Bags for teachers	21
Emergency Drills	21
Emergency Operations Center (EOC)	13
Emergency Operations Vehicles	14
Employee Badges	21
Facility inspections	14
Food Service	14
Georgia Emergency Management Authority (GEMA)	14
Georgia School Board Association (GSBA)	15
Introduction	3
Local Emergency Planning Committee (LEPC)	15
Maintenance Department	15
MSDS information	15
Pandemic plans	16
Parent notification system (One Call Now)	16
Quick Access Emergency Information Sheets	16
Reporting of accidents/incidents	16
Resources	17
Resource officers	17
Safety department directory	4
Safety flip charts	17
Safety newsletters	17
Safety Teams	
School	18
District	18
Safety plans (Schools)	18
Safety plan (District level)	18
Safety policies (Board of Education)	6
Safety scenarios	18
Security cameras	21
Severe weather preparedness	18
Student information access	19
Table top exercises	21
Training	19
Transportation Department	19
Violations of Safety Procedures	20
Web site	20
Workers Compensation	20

INTRODUCTION

It is the goal of the Paulding County School District to have the safest working and learning environment that is possible for students and employees.

As a member of the Georgia School Board Association (GSBA) Risk Management Fund (GSBA-RMF) and the Worker's Compensation Fund (GSBA-WCF), the district is continually working to maintain a safe and orderly environment for students, staff and visitors.

This handbook provides information regarding all aspects of the entire safety program of the Paulding County School District.

PAULDING COUNTY SCHOOL DISTRICT **SAFETY DIRECTORY**

Director of Safety

Don Breedlove

dbreedlove@paulding.k12.ga.us

Ext. 10205

Secretary for Safety

Dyan Maxey

dmaxey@paulding.k12.ga.us

Ext. 10136

Workers Compensation Specialist

Mary Grecco

Mgrecco@paulding.k12.ga.us

Ext. 10222

Maintenance Dept. Safety Coordinator

Devlin Brewer

debrewer@paulding.k12.ga.us

Ext. 10175

Transportation Dept. Safety Coordinator

ZC Sparks

zsparks@paulding.k12.ga.us

Ext. 10162

Food Service Dept. Safety Coordinators

Lisa Long

llong@paulding.k12.ga.us

Ext. 10191

Brenda Enyart

benyart@paulding.k12.ga.us

Ext. 10182

Science Dept. Safety Coordinator

Dawn Hudson

dhudson@paulding.k12.ga.us

Ext. 10184

Emergency Operations Center Coordinator

Charles Kuss

ckuss@paulding.k12.ga.us

Ext. 32002

Emergency Operations Center Technology Coordinator

Clay Burnup

cburnup@pauldng.k12.ga.us

Ext. 11411

AUTOMATIC ELECTRONIC DEFIBRILATORS (AED)

All Paulding County Schools are equipped with at least one AED. Every elementary school has at least one AED, every middle school has at least two AED's, and every high school has at least three AED's.

The district office, service center at Hardee Street, New Hope Center, Matthews Center also are equipped with an AED.

AED training is provided in part through an on-line training video found on the employee intranet.

All high school athletic teams are required to have an AED plan in place in the event of an emergency during practice/game.

BOARD POLICIES RELATED TO SAFETY

Board Policy AFC, EBBB (Emergency Closings) Adopted 8-24-01

The Board authorizes the Superintendent to close the schools in event of hazardous weather or other emergencies which present threats to the safety of students, school staff members, or school property.

Board Policy EBBC (Emergency Drills) Adopted 8-24-01

Emergency Preparedness Plan

Personnel and students in each school must be aware of the hazards which threaten their lives and safety and be prepared to take appropriate action in the event of an imminent or actual disaster. School personnel must also be aware of their roles in responding to a local emergency or disaster which occurs in the school's community but may not directly affect school facilities.

The school system and each school shall periodically update and implement a written emergency preparedness plan. The emergency preparedness plan shall include, but not be limited to, guidelines for actions to deal with the following specific hazards:

- injuries and illnesses
- fire
- thunderstorms
- tornadoes
- floods
- hurricanes
- winter storms
- hazardous materials
- earthquakes
- utility failures
- bomb threats
- civil disturbances
- terroristic acts
- nuclear emergencies

The plan shall also include provisions for communication information on emergency preparedness procedures to staff and students appropriate for their grade level. The implementation of this plan shall also provide for drills as appropriate for emergencies arising from these hazards.

This plan shall be in accordance with the *Hazard Preparedness Planning Guide*, published by the Georgia Emergency Management Agency

Board Policy EBBCA (Bomb Threats) Adopted 8-24-01

The Board of Education recognizes that it is a felony punishable by imprisonment for one to five years to transmit a false alarm to the effect that a bomb or other explosive is concealed in such a place that its explosion would endanger human life.

The Board authorizes whatever precautions and steps that are deemed necessary by the proper authorities should such a threat occur to ensure the safety of all persons in the immediate and surround areas.

Board Policy EBBF (Safety Inspections) Adopted 8-24-01

Accident Prevention Program

It is the policy of the Paulding County Board of Education to provide and maintain a safe and healthy working environment and to follow operating practices that will safeguard all employees and students which result in safe working conditions and efficient operation.

In support of this policy, it is declared that

1. Safety of employees and pupils in school operations is paramount;
2. Safety will take precedent over expedience or short cuts;
3. Every attempt will be made to reduce the possibility of accident occurrence;
4. The school district intends to comply with all safety laws and ordinances;
5. Each person who conducts the affairs of the Paulding County School District, no matter in what capacity he or she may function, must accept the responsibility to make safety a priority concern.

The Superintendent is charged with the responsibility to develop and maintain an effective safety inspection and accident prevention program. The objectives of this program are

1. To prevent accidents among employees and students;
2. To involve system employees in developing and maintaining safety procedures;
3. Ensure safe working conditions;
4. Ensure safe working practices;
5. Reduce operating costs;
6. Provide a safe school environment.

Board Policy EBIA (Facilities Maintenance and Safety Review) Adopted 8-24-01

Purpose:

It is the responsibility of the Paulding County Board of Education to establish a program to ensure that every student in the school system is provided a physical learning environment that is safe, secure, clean, and well-maintained. It is also the purpose of this program to ensure that school facilities are being properly maintained so as to protect the taxpayers' investment.

To achieve this purpose, a scheduled maintenance review shall be conducted utilizing a grade instrument based on a scale of 100 points. This review shall be conducted by the area consultants of the Georgia Department of Education, Hazardous Materials and School Maintenance Section (HMSM), and shall include facility maintenance and custodial operations. The system maintenance program shall follow the guidelines established by HMSM.

Definitions:

1. *Maintenance Review* - An on-site comprehensive visual inspection of the entire school plant using a graded instrument based on a 100-point scale.
2. *Hazardous Materials* - Any material found in school facilities that has been classified by the U.S. Environmental Protection Agency (EPA) as hazardous to human health and the environment, e.g., asbestos, lead, radon, PCBs.
3. *AHERA* - *Asbestos Hazard Emergency Response Act of 1986*.
4. *MSDS* - Material Safety and Data Sheet.
5. *HMSM* - Hazardous Materials and School Maintenance Section.

Requirements:

1. The principal shall maintain documents regarding asbestos removal from his or her school facility as required by AHERA and make these documents available for public inspection.

2. The principal or designee shall maintain a file containing an MSDS for each cleaning chemical where such document is required by federal law.
3. Teachers responsible for storing instructional chemicals will keep a copy of the MSDS for each chemical stored in his or her classroom where such document is required by federal law. A copy of each MSDS will also be filed in the principal's office.
4. The principal will share the criteria used by HMSM to score a school during a maintenance review.
 - a. School custodians will be expected to clean the school using such criteria as a minimum standard for cleanliness and safety.
 - b. The school principal will notify appropriate Central Office staff persons of any maintenance repair work needed at his or her school using the HMSM criteria as a minimum standard for maintenance and safety.
5. All school and system maintenance and custodial staff will be trained and updated as appropriate on the safe care and treatment of asbestos materials.
 - a. Any asbestos hazard will be dealt with in accordance with AHERA regulations.
6. The principal will immediately notify the Superintendent or designee of any emergency situation involving hazardous materials.
 - a. The school emergency preparedness plan will be implemented to deal with such emergency.

Board Policy EDC (Transportation Safety) Adopted 9-14-04

All bus drivers shall be knowledgeable of and comply with all state laws and State Board of Education rules regarding traffic laws pertaining to the operation of school buses and on school bus operations and safety.

All bus drivers shall participate in annual mandatory training activities on traffic laws pertaining to the operation of school buses and safety as established by State Board of Education rules and comply with procedures or regulations promulgated by the Superintendent and/or designees related to school bus operations and safety.

All bus drivers shall be familiar with the school system's Student Code of Conduct, including rules specifically applicable to school buses. Each bus driver shall acknowledge in writing that he or she has received a copy of and has read and understands this policy and all regulations or procedures issued by the Superintendent regarding the safe operation of school buses.

Board Policy EDG (Bus Accident Reporting) Adopted 8-24-01

1. Federal law requires that all school bus drivers must notify employers of all motor vehicle traffic violations (except parking violations), all suspensions, revocations and disqualifications of driving license and loss of the right to operate in any state.
2. The following procedure will be used in reporting traffic tickets or licensing actions:
 - a. The driver shall provide the Director of Transportation with a copy of the ticket immediately.
 - b. In the event a driver has a license taken, suspended or revoked, the driver shall notify the Director of Transportation before driving a school bus again.
 - c. In no case shall a driver drive without possession of a valid license.

3. All tickets and licensing actions must be reported, regardless of whether the driver was in a school bus or other motor vehicle.
4. Disqualification as a result of point assessment:
 - a. Each applicant's driving record will be reviewed for the seven-year period immediately preceding the report date shown on the Department of Public Safety Motor Vehicle report form.
 - b. Applicants who have been a resident of Georgia for the last seven years prior to employment must have a record check from the state/or states having a record for the seven-year period.
 - c. For prospective employees, accumulation of more than seven (7) points in a five (5) year, sixty (60) month period disqualifies one from driving a school bus.
 - d. Drivers continuously employed since July 1, 1986, who have accumulated more than seven (7) points during the most recent sixty (60) month period are subject to administrative review.
5. A conviction of any of the following will result in immediate termination of employment:
 - a. Driving while intoxicated.
 - b. Aggravated assault with a motor vehicle.
 - c. Driving under the influence of drugs.
 - d. Involuntary manslaughter.
 - e. Homicide by vehicle.
 - f. Failure to stop and render aid.

Any employee under investigation for any of the above offenses will be subject to suspension pending the outcome of the investigation.

Board Policy JGF (Student Safety) Adopted 8-24-01

Eye Protection

The Paulding County Board of Education requires that students, teachers, and visitors wear appropriate industrial-quality eye protection equipment at all times while participating in or observing courses of instruction involving exposure to any of the following:

1. Molten metal or other molten materials.
 2. Milling, sawing, turning, shaping, cutting, grinding or stamping on any solid materials.
 3. Heat treatment, tempering or kiln-firing or any metal or other materials.
 4. Gas or electric arc welding or other forms of welding process.
 5. Repair or servicing of any vehicle.
 6. Caustic or explosive materials.
 7. Finishing materials and solvents.
 8. Injurious radiations or other hazards.
- A. Each school shall provide eye protection equipment to every student, teacher and visitor.
 - B. Each school shall keep eye protection equipment that is clean, in good repair, durable, capable of being disinfected and that meets the requirements specified in "Practice for Occupational and Educational Eye and Face Protection," American National Standards Institute, Z87.1-1968. Use of equipment with structural or optical defects shall be prohibited.
 - C. Persons whose vision requires the use of eye glasses shall be provided goggles that can be worn over corrective spectacles without disturbing the adjustment of the spectacles.
 - D. Each school that uses lasers in classrooms and laboratories shall register them with the Georgia Department of Human Resources and adheres to the Rules and Regulations for Laser Radiation, Chapter 290-5-27, Georgia Department of Human Resources.

Board Policy KM (Visitors to School) Adopted 8-24-01, Revised 11-27-07

The Paulding County School District (District) will make reasonable efforts to accommodate parent/guardian requests to visit a school, yet it also recognizes concerns for the welfare of students. Part of that concern is to assure that students and staff are not distracted from the task of learning by the presence of visitors on campus.

- A. To ensure the safety and confidentiality of students, the District limits visitors to:
 - 1. The parents/guardians of current students;
 - 2. Other family members of current students who are approved by the student's parent/guardian; and
 - 3. Those persons invited by the District for official business.
- B. The principal or designee may, at his/her discretion, grant permission for visits.
- C. All visitors must sign-in at the school office and obtain written permission to visit any part of the school. To minimize disruption to the instructional program, visits to classrooms or programs or requests to meet with specific personnel generally require notice at least 24 hours in advance. Unless otherwise approved by the principal, classroom visits generally should not exceed one class period (45 minutes).
- D. A student or employee may not have an unauthorized visitor.
- E. School personnel shall warn persons trespassing to leave facilities or properties. Persons who refuse are subject to criminal prosecution under the laws of the State of Georgia.
- F. The presence or visitation of unauthorized persons in and about school system facilities or properties may constitute trespassing and may subject violators to criminal prosecution under the laws of the State of Georgia.
- G. The presence or visitation of unauthorized persons in and about school system facilities or properties may constitute trespassing and may subject violators to criminal prosecution under the laws of the State of Georgia.

BOARD REGULATIONS RELATED TO SAFETY

Administrative Regulation EBBF-R (Safety Inspections) Adopted 8-24-01

Overview of Safety Inspection and Accident Prevention Program

The following is an overview of the Paulding County School District Safety Inspection and Accident Prevention Program (Safety Program):

Safety Coordinator – The Superintendent or designee will serve as the safety coordinator. The coordinator will carry out the day-to-day aspects of the school safety program. The safety coordinator will have the responsibility for coordinating and implementing all of the components of the safety program. He or she will be responsible for coordinating safety training for all school system personnel.

Administrative Support – Prevention of accidents and implementation of safe operating procedures and practices is a management priority for all administrative and supervisory personnel. Administrative and supervisory personnel are expected to set a good example by supporting and adhering to safety procedures.

System-wide Safety Advisory Committee – A system-wide safety advisory committee will be appointed annually by the safety coordinator. The committee will have the responsibility for advising the safety coordinator in implementing and monitoring the safety program. This committee will meet quarterly (and as the need arises) with the safety coordinator and discuss loss claims and all components of the safety program, safe school environment, and other school safety matters.

School Level Safety Committees – Every school in the system will have a safety committee. The school principal will annually select at least six committee members and a chairperson from among the staff members of his or her school. The committee should include representatives from the professional staff, paraprofessional staff, housekeeping staff, and food services staff. This committee will meet quarterly (and as need arises) to discuss safety concerns at their respective school. The safety committee will discuss safety in the gymnasium, hallways, classrooms, cafeteria, kitchen, supply areas, teacher work areas, offices, bus loading and unloading areas, other student pick-up/drop-off areas, school buses, on the playground and outdoor physical education areas, and any other area of concern. The committee will make recommendations to the principal for safety improvements. The chairperson will meet on a regular basis with the safety coordinator.

Facility Inspections – All facilities will be inspected by the safety coordinator at least quarterly. The purpose of the inspection will be to identify physical hazards and/or unsafe operations and work procedures. Reports of inspection findings will be reported to the building administrator. The principal will initiate corrective actions to eliminate or control physical hazards and unsafe practices. Inspection reports will be reviewed by the System-wide Safety Advisory Committee who will make recommendations to enhance safe operations and a safe school environment.

Accident Investigations – Accidents of a catastrophic nature as well as all reported incidents where students have been injured or an employee has filed for worker's compensation, will be investigated by the safety coordinator. The purpose of the investigation will be to find out the cause of the accident and identify solutions to prevent the same accident from happening in the future. The investigation will involve looking at procedures implemented, equipment, material, and the environment.

Employee Safety Training – Accident prevention principles will be incorporated in new employee orientation programs and employee in-service training programs. Principals and program directors will ensure that employees are trained and encouraged to use safe work practices. The safety coordinator will work with administrators in identifying specific training needs and is responsible for setting up training sessions.

Accident Reports – The employee's supervisor, or the principal of the school where a student has been injured, will make an immediate report of all accidents using the system-approved accident reporting form. In incidents involving workers compensation claims the supervisor will notify the system worker's

compensation insurance clerk by phone. The phone call will be followed by a written copy of the report to the insurance clerk.

Panel of Physicians – Principals and program directors are responsible for posting a list of approved physicians which are to be utilized when an employee visits a doctor due to a work-related injury. This list is to be updated annually and is to comply with all laws governing its implementation.

Personal Protective Equipment – For their safety, employees will use personal protective equipment as specified by the safety program and/or supervisor. Proper use of safety equipment will be included on the classified employee evaluation instrument.

Involve, Inform, and Educate All Employees on Safety – This will be achieved through safety meetings, administration meetings, newsletters, memorandums, quarterly reports, and all components of the safety program.

Administrative Regulation JGF-R (Student Safety) Adopted 8-24-01

Lab Rules

The rules of safety will be constantly emphasized at our school. We place a premium on safe work. Our labs and shops are equipped as those in industry. Consequently, student behavior must resemble that of the worker in industry.

You will receive individual instruction in the appropriate classes regarding detailed safety rules and regulations. The following are general safety rules:

1. All students, employees and visitors will be required to wear eye protective devices while in the shop or laboratory is in operation.
2. Visitors to shop or laboratory will be provided with eye protective devices.
3. Machines should be operated only by those students qualified to do so. Equipment and chemicals must be properly handled and stored.
4. Obey warning and danger signs.
5. Horseplay, fighting, wrestling, or childish behavior will not tolerated.
6. Be sure of what you are doing. If in doubt, take no chances.
7. Loose clothing, flowing neckties, rings, and wrist watches can get caught in machinery and cause serious injury. Wear the proper lab/shop clothing.
8. Do not throw objects. Do not run.
9. Report all injuries, no matter how slight, to your instructor.
10. An accident report will be completed for all injuries.

Students who ignore or flaunt safety regulations will be referred to the office by teachers.

CONTINUITY OF OPERATIONS

All departments of the district have submitted general plans that would be enacted in the event of a school facility becoming unusable due to an event such as a fire, tornado, etc. These plans are listed together under a Continuity of Operations plan.

CUSTODIANS

Training for district custodians is conducted quarterly and as needed. Among the items covered in the safety training are: personal protective equipment, ladder usage, risk assessment, slips, trips, falls, lifting, hazardous chemical storage, msds sheets, equipment training and CPR/first-aid training. The department has a wide variety of safety videos that are used for training purposes and for check out as needed. Many of the vendors also provide additional safety training classes. Lead custodians meet the second Tuesday of each month. Safety training is a part of these meetings and is then shared back with all site-based custodians.

EARLY RELEASE GUIDELINES



In the event of an emergency situation where the district makes the decision to release students prior to the normal dismissal time, the early release guidelines will be utilized.

After the decision has been made from the district level, schools begin implementing their local plans for an early release. One Call Now calls are made from the district level to parents advising them of the details of the early release. The transportation department notifies their drivers to begin implementation of the early release.

Effective with the 2012-2013 school term, the time line of an early release will be as follows:

- High school students who drive will be dismissed first
- Buses will report to the high schools then middle schools to pick up students.
- Elementary schools will be the last to be picked up.

This process is in place so that our most inexperienced young drivers can get home earlier. It also allows for older siblings to be home when the younger elementary students arrive. It also gives the elementary school additional time to assure the proper way for students to go home. Parents are also given some additional time to arrive at the elementary school for pick-up.

EMERGENCY OPERATIONS CENTER (EOC)



The school district maintains an Emergency Operations Center (EOC) which is located at the main office. The EOC becomes operational in the event of a school or transportation crisis as well as in cases of severe weather. The EOC is equipped to be the central site in the event of an emergency. Appropriate school district personnel as well as law enforcement report to this location in the event of an emergency.

EMERGENCY OPERATIONS VEHICLE

A district vehicle is stationed at the main school district office for use in an emergency situation. The vehicle is stocked with basic safety and emergency items.



FACILITY SAFETY INSPECTIONS

Each school is required to conduct a minimum of two safety inspections during the school term. One per semester is required to be completed by the school safety coordinator. Additional inspections may be performed by the district safety director. The safety inspection forms are located on the employee intranet.

FOOD SERVICE



General Safety Plan for Employees:

- A. Nutrition staff receive ongoing safety training. Managers continuously observe, train and retrain employees regarding safety issues.
- B. Nutrition utilizes a Food Safety & Sanitation Service that designs and implements a Hazard Analysis Critical Control Point (HACCP) Program in school kitchens. Standard operating procedures are utilized. The service company provides sanitation chemicals and trains kitchen staff on all aspects of the food safety and sanitation program.
- C. School Nutrition Managers are ServSafe certified and receive CPR and first aid training.
- D. Full-time employees are provided slip-resistant shoes and uniforms which enhance the safety and sanitation program.
- E. New employees are required to attend a 30-hour Orientation for Nutrition Employees (ONE) GADOE mandated course that teaches important food safety and sanitation principles.

Safety & Sanitation Inspections:

- A. The Food Safety and Sanitation Service provider inspects school kitchens monthly and provides training on chemical usage and food safety and sanitation. Service reports of these activities are provided to the Nutrition Director.
- B. Paulding County Environmental Health conducts unannounced sanitation and safety inspections of each school twice per school year.
- C. The nutrition management staff conduct unannounced school site visits to assure the sanitation and safety of school kitchens.

GEORGIA EMERGENCY MANAGEMENT AGENCY (GEMA)

The Paulding County School District is located in Area B of the Georgia Emergency Management Agency. The district is served by a school safety coordinator. This coordinator works closely with the district safety director to conduct facility safety reviews, trainings and other valuable resources.

GEORGIA SCHOOL BOARD ASSOCIATION (GSBA)



The Paulding County School District is a member of the Georgia School Board Association (GSBA). Through the GSBA, the district is also a member of their Risk Management Fund (GSBA-RMF) and the Workers Compensation Fund (GSBA-WCF).

The funds provide the overall general liability insurance coverages as well as the servicing of the workers compensation program.

LOCAL EMERGENCY PLANNING COMMITTEE (LEPC)

The Local Emergency Planning Committee (LEPC) is made up of different agencies in the community who meet regularly for the benefit of being prepared in the event of an emergency. This committee is headed up by the Director of the Emergency Management Authority. Other members include representatives of the local hospital, health department, sheriff's department, ambulance services, fire and rescue, and other county agencies. The Director of Safety for the school district is a member of this committee. The LEPC is instrumental in planning and scheduling county-wide disaster drills.

MAINTENANCE DEPT.

Training for the district maintenance and grounds department is conducted annually and as needed. New employees receive training as needed per hire date. Among the items covered in the safety training are: personal protective equipment, ladder usage, risk assessment, slips, trips, falls, lifting, hazardous chemical storage, MSDS sheets, equipment training and CPR/first-aid training. The department has a wide variety of safety videos that are used for training purposes and for check out as needed. Some of the topics covered are: asbestos awareness, welding and cutting torch safety, chain saw safety, landscape maintenance safety, safety operation of scissor and boom lifts, and general safety tip guidelines.

Many of the vendors also provide additional safety training classes.

MATERIAL SAFETY DATA SHEETS (MSDS) INFORMATION

Each school is required to keep on file the MSDS information for various chemicals that are in use by the custodial staff as well as those that might be utilized in chemical and science labs. These data sheets have information that list the ingredients, hazard information, first-aid measures, fire-fighting measures, and other valuable information in the event of an emergency.

PANDEMIC PLANS



The Paulding County School District works closely with the Paulding County Health Department and other agencies to be prepared in the event of a flu or other pandemic. Plans and cooperative agreements are in place between agencies to be prepared in the event of a pandemic. The cooperative agencies have also held live exercises to help prepare for the event of a real pandemic situation.

In cooperation with the local and state health department, updates are monitored and shared with parents and the public regarding the status of flu and other health related issues in our schools.

PARENT NOTIFICATION SYSTEM

The school district has a parent and staff phone notification service that is used for emergencies as well as for the sharing of general information. Calls for emergency or other crisis situations can be sent out to parents and staff utilizing the data base from our student information system, Infinite Campus.



QUICK ACCESS EMERGENCY INFORMATION FORMS

Each school is provided a “Quick Access” information form which lists the basic information that office personnel might need in the event of an emergency. Each school can customize the form for their individual needs.

REPORTING OF ACCIDENTS/INCIDENTS

Employee Accidents

Each school and department of the Paulding County School District is responsible for reporting all employee accidents regardless if they become workers compensation claims. All claims of workers compensation are to be reported to the immediate supervisor and a WC-1 (First Report of Injury) form completed and filed with Mary Rogers at the district office.

Student Accidents

Each school is responsible for reporting all student accidents that occur on campus during the school day. These Incident Reports are to be submitted via email only. Copies should go to the school principal, Director of Nurses and Director of Safety. The report should be completed by the adult(s) supervising the student(s) and/or the school nurse. A list of witnesses should also be provided.

Visitor Accidents

Each school is responsible for reporting all school visitor accidents that occur on campus. These Incident Reports are to be submitted via email only. Copies should go to the school principal, Director of Nurses and Director of Safety. A list of witnesses should also be provided.

Vehicle Accidents

The following procedures should be followed in an accident occurs involving a county-owned vehicle:

1. Call for emergency help if there are any injured persons

2. List all names, addresses and phone numbers of persons involved (List any students involved as well)
3. Take photos of all vehicles that are damaged and involved (if camera equipment available)
4. Complete proper accident report forms
5. Contact the Director of Transportation
6. Report the accident to the insurance company immediately. Pick up the accident report from local law enforcement agency (usually available 3-5 days after the accident). A copy must also be forwarded to the insurance company.

Property/Liability Incidents

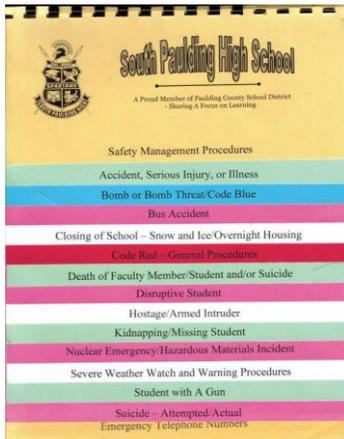
Any type of property damage such as acts of vandalism, accident, fire, explosions, etc. must be reported on the Property/Liability form. The form can be found on the intranet under the safety link. The completed form should be submitted via email to the school principal, Executive Director of Operations for that level, the Director of Safety and the Director of Maintenance.

RESOURCES

The safety department has a variety of training resources available for checkout to school personnel. Resources are available in regards to school and bus safety as well as employee injury prevention.

RESOURCE OFFICERS

In cooperation with the Paulding County Sheriff’s Department, the school district has one full-time resource officer at each of the five high schools and each of the eight middle schools. Each elementary school has a resource officer assigned which can respond and assist as needed.



SAFETY FLIP CHARTS

Templates are provided to each school to produce their own safety flip charts. Local schools can personalize the flip charts and place them in classrooms and other locations throughout the school to provide quick access for emergency information.

SAFETY NEWSLETTERS

The department of safety produces a quarterly newsletter that goes out electronically to all district employees. The newsletter highlights training and other safety related stories. Ideas are shared with schools and employees on ways to make safety a top priority for everyone. All of the newsletters are available on the employee intranet.

SAFETY TEAMS

School:

Each school has a safety team. An assistant principal serves as the School Safety Coordinator and oversees the local safety team. The team meets at least quarterly during the year to discuss safety issues.

District:

Representatives from the various departments make up the District Safety Team. Members of this team are assigned to either report to the site of a crisis or to the Emergency Operations Center. This team meets quarterly and receives regular updates throughout the school year. Members of the district safety team are provided with a placard for their private vehicles which enables them to enter an emergency site as needed. They are also provided with photo ID badges which identify them as members of the safety team.

SAFETY PLANS (SCHOOLS)

Each school has a complete and extensive safety plan that covers most emergency situations. Each safety plan is formulated with the specifics for each school. Areas that are addressed in each safety plan include the following:

- General info and photos of the school
- Locations of AED and first-aid kits along with locations of CPR trained personnel
- Specific school security issues such as after school programs
- Emergency relocation sites and plans
- School safety team and assignments
- Plans for crisis situations such as: earthquake, flood, hurricane, thunderstorm, tornado, biological and chemical materials, radiological accidents, bomb threats, suspicious letters and packages, hostage situation, intruders, missing student, disruptive students, bus incidents, fire, utility incidents, etc.
- Various maps of the school and site

SAFETY PLANS (DISTRICT LEVEL)

School district facilities that do not house students on a normal day have Emergency Preparedness Plans. These plans address emergency evacuation plans, AED locations, CPR trained personnel, and other vital information. These plans are distributed and located throughout those locations.

SAFETY SCENARIOS

Safety scenarios are prepared each month and sent out to all safety coordinators. The coordinators are to share with their staff these scenarios to open up a process of “thinking” about their responsibilities in any type of emergency situation. The scenarios from each month are filed on the safety link of the employee only intranet.

SEVERE WEATHER PREPAREDNESS



Each school has a minimum of one weather-alert radio.

The Emergency Operations Center (EOC) of the district opens whenever there is threatening weather in the area during normal school hours. The EOC also contains a weather-alert radio as well as the capability to monitor local law enforcement and emergency management authority.

The district subscribes to a severe-weather tracking service which is maintained in the EOC. This tracking service is monitored by district personnel and as severe storms approach any of our school areas, the administration of the school is notified. Notices of weather watches and warnings are also sent out to school personnel via email as they are received.

STUDENT INFORMATION ACCESS

In the event of an off-site emergency, school principals as well as some district personnel, have on-line access to student information such as photo, medical information and emergency contact numbers.

TRAINING

Various training opportunities are made available to employees annually. An on-line training video for use of the AED is available. The director of safety is available for various trainings at school staff meetings. Trainings are made available for front office staff in safety and security. School administrators receive regular informational updates via email and at meetings in regards to safety. Classes are offered by the director of safety to para-pros as well as new staff members each year. Safety training classes are provided to the various departments such as custodial, maintenance, food service and transportation.

TRANSPORTATION DEPT.



Safety is the number one priority of the Paulding County Transportation Department. All federal, state and local guidelines are followed in terms of bus maintenance, operations and safety inspections.

The department has a director of safety who oversees the training process and other aspects of safety. Information regarding safety requirements and guidelines can be found in their safety handbook. Regular meetings regarding safety are held throughout the school year. Procedures are in place to be used in the event of a bus accident.

The department implements and follows the requirements of the drug and alcohol testing regulations of the Federal Highway Administration.

Buses are equipped with video camera monitoring systems and two separate means of communications. A two-way radio system is used with a base located in the main office as well as one in the maintenance department. Portable units are also available as needed. Nextel radio units are available as another means of communication between the department and drivers.

The department also utilizes a GPS tracking system for buses which is connected through their Nextel phone service.

The transportation department directors have fully-equipped vehicles to respond to any emergency. Using the district phone notification system, One Call Now, the department has an emergency call list that is utilized in the event of the need for a school evacuation.

SAFETY WEB SITE

The district maintains a link for safety information on the employee only intranet. The website contains links to a variety of safety resources and other information.

<http://intraweb.paulding.k12.ga.us/Safety.php>

VIOLATION OF SAFETY PROCEDURES

PAULDING COUNTY SCHOOL DISTRICT VIOLATIONS OF SAFETY PROCEDURES

The Paulding County School District is aware that our schools and work places have to be as safe as possible. We are asking our students and employees to be safety-conscious during their school day/work day. Good safety practices not only prevent accidents, but they also can prevent a catastrophe from occurring. The more safety-conscious we are, the fewer accidents we will have.

The following procedures are the steps the district will take if safety violations are continually happening with an employee:

1. **Oral reprimand** by the supervisor addressing the violation.
Conversation should be documented and placed in employee's file.
2. Written documentation will be placed in personnel file and discussed with employee.
3. A hearing that includes the supervisor, employee, personnel director, safety director, and the county employee responsible for the area of work.
3. **Termination** is possible if the violation has not been corrected and the above steps have been followed.

WORKERS COMPENSATION



The workers compensation program in the Paulding County School District is serviced by the Georgia School Board Association (GSBA) Workers Compensation Fund.

The secretary of each school is the primary contact person in the event of an employee injury. A workers compensation specialist at the district office coordinates the information with GSBA and the doctors and facilities on the panel of physicians.

All employees of the district are required to read and sign a workers compensation acknowledgement form.

There is a workers compensation link on the employee intranet.

PCSD EMPLOYEE BADGES

All employees, beginning in the 2011-12 school year, are issued ID badges by the Paulding County School District. The ID badges are to be worn and visible by all employees of the PCSD at all times while performing the duties of their job. The purpose of this system to enhance the overall safety program of the PCSD, make employees easily identifiable and provide consistency within the ID's used.

EMERGENCY BAGS

The Paulding County Local Emergency Planning Committee purchased emergency bags for all certified teachers in the school district. A recommended list of emergency related items is provided for each school to fill the bags with. Schools are working to complete all of the bags. The bags are taken with the teacher anytime there is a situation such as fire evacuation, severe weather sheltering, bomb threat, lockdown, etc.



EMERGENCY DRILLS



In cooperation with the Paulding County Sheriff's Department, Fire-Rescue, Emergency Management, and Clark Ambulance, the school district plans annual drills to test the readiness and preparedness in the event of a school based emergency. Previous drills have included an active-shooter drill, a hostage drill, and a plane crash near a school. These drills provide the school district and the local agencies the opportunity to work together, understand each others roles, and to improve the processes after each one.

TABLE-TOP EXERCISES

The school district plans and implements regular table-top emergency exercises. Along with representatives from the sheriff's department, fire-rescue, emergency management and other agencies, administrators from the school district work through various scenarios. Table-top exercises are included for severe weather/tornado issues, active shooter incidents, and school relocation plans.

SECURITY CAMERAS



All of the schools and facilities in the school district have security cameras. The cameras are accessible in the Emergency Operations Center at the school district main office.