



Focused on Safety

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Target Solutions and Safety 2014-15

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Welcome back for the 2014-15 school year. Each new year brings excitement as students and employees return rested and ready to hit the ground running on a new year.

The Paulding County School District implemented Target Solutions as an online education and verification platform for the district. This is the first year that all district required verifications are being completed on the Target Solutions platform. If you are having issues with Target Solutions, please work with your school safety coordinator (list is on page 23).

Please remember that all employees should have completed district required verifications by September 1, 2014. If you have not, please see your safety coordinator at your location.

School safety requires the efforts of all stakeholders including students and staff. Do your part by being aware of your surroundings and be on the look for spills and trip hazards. Please report any and all spills immediately for clean up. Upwards of 90% of all work related accidents arise from slips, trips and falls.

One piece of Target Solutions that will be utilized this year is employee safety education. Throughout the year you may be assigned a course or activity that is designed to improve the overall safety program of the school district. It is designed to educate from a safety perspective and ultimately to reduce employee injury totals and work days lost to injury. Please do your part to help and always think "Safety First".

In this edition:

- Target Solutions
- What every employee should know
- School Safety Coordinators for 2014-15
- Slips, trips and falls
- Are you prepared?



What every employee should know

- Location of school safety plan (common drive)
- Responsibility in fire, severe weather, and code red drills
- AED locations
- Location and use of fire extinguisher
- Contents and use of emergency bags
- Relocation protocol and procedures
- Plans for an early dismissal

If you are not aware of some of these items, please communicate with your school safety coordinator.

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

2014-15 School Safety Coordinators

HIGH SCHOOLS

East Paulding High	Michael Crowder
Hiram High	Andy Dorsey
North Paulding High	Chris Davies
Paulding Co High	Jamie Watkins
South Paulding High	Edward Thomas

MIDDLE SCHOOLS

Austin Middle	Larry Sailors
Dobbins Middle	Chris Jackson
East Paulding Middle	Reese Jacobs
Jones Middle	Glenn Bigham
McClure Middle	Tom Alverson
Moses Middle	Scott Viness
Ritch MS	Chris Nichols
Scoggins Middle	Tamara Vickers
South Paulding Middle	JR Neal

ELEMENTARY SCHOOLS

Abney Elem	Celeste Straka
Allgood Elem	Scott Ragsdale
Baggett Elem	Lyn Crowe
Burnt Hickory Elem	Tony Ford
Dallas Elem	Tameka Walker
Dugan Elem	Dana Steverson
Hiram Elem	Kimberly Walton
Hutchens Elem	John Cooper
McGarity Elem	Tracy Gaynor
Nebo Elementary	Stephanie Bowne
New Georgia Elem	Andy Davis
Northside Elem	Jennifer Gordon
Panter Elem	Julie Penegar
Poole Elem	Veda Crutchfield
Ragsdale Elem	Larry Bell
Roberts Elem	Tim Reuss
Russom Elem	Libby Bell
Shelton Elem-	Gina Zuganelis
Union Elem	Joanne Zebeau



Slips, Trips, and Falls Number One Cause of Accidents

Most falls are a result of a slip or trip. This type of incident continues to be the number one reason for accidents in our district. There are many factors that contribute to this. Improper footwear, lack of information or understanding of the risk, and apathy all play a role in the high incidence of slips, trips and falls. Common causes include slippery floors due to spilled liquids, litter on the floor, obstructions on floors or stairs, and loose or frayed carpet.

We want our employees to continually think about “safety” in the workplace and to take all steps possible to help prevent injuries. Our employees can begin by the selection of footwear they wear at work. Employees can also be proactive in reporting as well as assisting in cleaning up spills when they are noted.

On rainy and damp days we have several reports of injuries for student, staff and visitor falls. Investigations into many of these falls reveal two primary causes. (1) The individual does not thoroughly wipe their feet on the entrance rug prior to stepping on the tile floor. (2) The individual is wearing footwear that is inappropriate for the conditions.

When you see a “**yellow caution sign**” similar to this one, and look carefully for ANY wet or slippery areas.



please slow down your walk

Prevention of Slips, Trips, and Falls

- A clean and organized working environment will eliminate many potential hazards
- Use absorbent mats in entrance ways; maybe add additional mats during inclement weather
- Entrance mats should lie flat and have backing materials that will not slide on the floor
- Display wet floor signs when appropriate
- Have a school-wide procedure to deal with spills
- Footwear plays a large role in the prevention of slips, trips and falls. Knowledge of the walking surfaces and conditions at the place of work should dictate the type of footwear selected.
- Poor lighting can hide slip, trip and fall hazards. Employees should move slowly and cautiously where light is dim.
- Changes in elevation are a major source of accidents. Curbs and single steps are examples.

FOLLOW THIS SIMPLE RULE:

- If you drop it, pick it up
- If you spill it, wipe it up
- Look where you are going
- And go where you are looking

Are You Prepared?

As an employee of the Paulding County School District, you must be prepared at all times for any crisis that may occur. If you cannot completely answer any of the following, please check with your school principal or safety coordinator for further guidance.

- What do you do when you hear the fire alarm in your building? You actually observe smoke coming from a closet in the building...what should you do?
- Do you know the signal for a severe weather drill? Where is your assigned location? What if you are not near that location when the drill is called?
- Do you know the signal for a lockdown (Code Red)? If you are outside of the building, what do you do? What do you do after you have locked down and notice you are missing someone? Who checks the restrooms?
- If a student gets “out of control” in your classroom, what should you do? If a parent does the same, what should you do?



North Campus Table Top

On July 15th the Paulding County School District hosted a table top exercise involving the evacuation and relocation of all three schools at the North complex. The participants included the principal and safety coordinator from North Paulding High School, Sammy McClure Middle School and Burnt Hickory Elementary School, Paulding County School Maintenance, Paulding County School Transportation as well as members from the Paulding EMA, Fire, Sheriffs Dept., 911 Center and Parks and Recreation.

The table top simulated a gas leak that prompted an evacuation at McClure and eventually the other two schools as well. The evacuation eventually led to a relocation and reunification of all three schools. This scenario is one of the most difficult the district could face based on the sheer volume of students on the campus and the amount of resources needed to evacuate, relocate and reunify. There were many positives that came from the exercise and changes in some plans came about as a result of this exercise. Changes in off site relocations have been made and will now follow the feeder patterns of the school with the high school of each pattern serving as the primary off site relocation destination for the other schools in the pattern. Each high school has been partnered with another to serve as the primary relocation site for our high schools. The relocation plans are streamlined and allow for issues such as shelter, food, water, restrooms, power and technology to be better addressed.

It is the goal of the Paulding County School District to continue to work with our Public Safety Agencies to evaluate and improve our safety plans and procedures to create the safest possible environment for our students and staff.

