



PAULDING COUNTY SCHOOL DISTRICT

"Focused on Safety"

3236 Atlanta Highway
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770-443-8000
www.paulding.k12.ga.us

Mr. Cliff Cole, Superintendent

Mr. David Colvard, Director of Safety and Athletics

SPRING QUARTER 2012

The purpose of this newsletter is to provide insight to all District employees for maintaining a safe and healthy environment for students, staff and visitors. Thank you for your positive comments and feedback from our earlier editions. If you have suggestions for topics for future editions, please let us know.

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TORNADO HITS POOLE ELEMENTARY

In March of 2012, a rated F-3 tornado entered into Paulding County and caused significant damage. Poole Elementary was one of the locations hardest hit. The most fortunate part was that the storm occurred on a Friday evening when no one was at the school.

The district had been sending out text messages to administrators, safety coordinators and athletic

directors during the afternoon warning of possible damaging weather.

Once the reports came in of an actual tornado near Poole, members of our district safety team as well as maintenance department supervisors began heading toward the school.

Once the team made it on-site and began to assess the damage, a call was made to our insurance carrier, The Georgia School Board Association (GSBA) Risk Management Department. Within hours of the tornado hitting the school, plans were being formulated to deal with the issues at hand.

A One-Call Now message was sent to our entire maintenance department and they were on the scene at daybreak to begin the clean-up process. The repair and restoration team from GSBA was also on the ground early Saturday morning to implement their process. School Superintendent Cliff Cole and members of the district safety team began reviewing the Continuity of Operations Plan and looking at all options. Every effort was being made to be able to have school as normal on Monday.

Through the efforts of everyone involved, Poole Elementary School opened in a normal fashion on Monday with the exception of the five or six news media vehicles that were stationed off Wayside Lane.

Sincere appreciation goes out to all employees of the school district who worked so diligently to

prepare the school. Poole principal Angie Capobianco and her entire staff worked long and tiring hours over the weekend to have the school ready for students on Monday. The community, district employees, parents, and many people who had never before heard of Poole Elementary brought food, cash, gift cards, books and other supplies.

Thank you to all!

The following are some photos from the incident.



This view shows the main hallway of the wing that suffered the most damage. The areas where students would have been during severe weather were relatively safe with the exception of a few ceiling tiles.



This is the remainder of the roof that was blown from one of the wings. It landed about 50 yards away near another wing of the school.



Windows were blown out on several doors and windows at various locations.



A piece of the roof wrapped around some of the playground equipment.



The mobiles damaged were not being used as classrooms.



The school's electronic sign was destroyed by the tornado.



Many who saw the campus at daybreak did not expect that there would be any way to have school on Monday.



This hallway door was cracked by the power of the F3 tornado.



One of the classrooms where the primary roof was blown away



After the tornado hit, heavy rains caused additional damage to the exposed areas.



Mrs. Capobianco and her staff show their appreciation to the district maintenance department and others by providing a lunch for them several weeks after the tornado.

EMERGENCY RESPONSE TEAM

Based on information learned at the Federal Emergency Management Agency training back in November, the district has been working on establishing a plan for emergency response equipment. Shortly after the tornado incident at Poole Elementary, the plan was fully implemented.

The district-wide emergency response equipment is located at the maintenance department. In the event of an emergency such as a school evacuation, family reunification and/or other crisis situation, the equipment would be taken to the site of the emergency.

Funding for some of the equipment was received from Members First Credit Union as well as from donations received by Poole Elementary.

The emergency response equipment consists of the following:

- Folding tables (10);
- Folding metal chairs (20);
- Quick Pop Up Canopy Tents (5)
- Traffic Safety Cones (32)
- A-Frame Plastic Sign Boards (6)
- Poster Board (80 sheets)
- Megaphones (4)
- Rolling storage carts (2)
- Power inverters (3)
- Extension cords 100' (6)
- Flashlights (20)
- Headband lights (2)
- Batteries for flashlights and megaphones
- Safety Vests (Bright Orange) (50)
- First Aid Kits (2)
- Umbrellas (4)
- Rain ponchos (10)
- Box of cable ties
- Hand sanitizer
- Office Supplies (33 clipboards, 10 sharpie markers, 40 colored markers, stapler, staple remover, staples, power strip, masking tape, note pads, paper clips, clear tape, manila folders, notebooks, pens, index cards and glue)



District Emergency Response Equipment



District Emergency Response Equipment



District Emergency Response Equipment

TARGET SOLUTIONS ON-LINE PROGRAM INTRODUCED

In cooperation with the Georgia School Boards Association (GSBA), the Paulding County School District has partnered with Target Solutions to provide employees with an internet-based training and records management system. The goal is to provide valuable training and resources in a timely and convenient manner for our employees.

To allow employees to learn the new system, we are offering only one initial assignment. That assignment is to view the video on how to use our automatic external defibrillators (AED) which are located throughout the district.

We will eventually add more training videos and other documents for employees. Examples of future assignments include: Ethics for Educators, Avoiding Slips, Trips and Falls, New Policy Review and Guidelines for Employees, etc.

Employees will receive periodic email reminders from Target Solutions until they have completed the assignment.

STROKE WARNING SIGNS

Remember this: Act F.A.S.T.

FACE: Ask them to smile. Does one side droop?

ARMS: Ask them to raise both. Does one drift down?

SPEECH: Ask them to repeat a simple sentence. Do they slur? Have trouble repeating?

TIME: If the person shows any of these symptoms, time is important. Call 911 immediately.

HEART ATTACK WARNING SIGNS

(The following information is provided by the Georgia Assoc. of School Nurses Cardiovascular Task Force)

Discomfort or pain (described as pressure, squeezing, fullness) in the middle of the chest; lasting for more than a few minutes; may come and go. It is sometimes sudden and intense; sometimes slow and mild at first.

Discomfort in other parts of the upper body (neck, jaw, arm and back)

Shortness of breath

Nausea, feeling of impending doom; extreme fatigue; indigestion that continues

WHAT CAN YOU DO?

If any of the above symptoms are present, call 911 without delay. Do not drive yourself or the other person to the hospital. If their heart stops while you are driving you will not be able to properly assist them.

If victim is unresponsive with no normal breathing, call 911 and begin CPR. Seek the nearest AED.

If the victim is awake and complaining of chest pain, you may have them chew an aspirin tablet (or 2 baby aspirin) after you call 911.

LOOK AROUND...



Where is the nearest fire extinguisher?
Do you know how to use it?
Remember:

- P**---Pull Pin
- A**—Aim at base of fire
- S**—Squeeze handle
- S**—Sweep side to side

Do you have a fire extinguisher in your automobile? Many vehicles have been totaled by a fire that could have easily been put out by a fire extinguisher. A small expenditure for an extinguisher placed in the trunk of your vehicle could save a life or a vehicle.



RISK MANAGEMENT SERVICES BY GSBA

Workers compensation along with property and liability insurance for the school district are handled by the Risk Management Services Department of the Georgia School Boards Association (GSBA).

For more information on their services:

www.gsba.com/riskmgmt/home.htm



SAFETY TIP

On almost every school day when it rains, the district will record one or more slips/falls by an employee.

A few tips to help prevent falls on wet days:

- Check the weather forecast. Wear appropriate footwear for wet conditions
- Upon entering the school, take plenty of time to wipe the bottom of your shoes on the entrance rug.
- Once you step off of the entrance rug, take small, easy steps. Often, the area just beyond the entrance rug will be wet and/or damp.

TO ALL EMPLOYEES OF THE PAULDING COUNTY SCHOOL DISTRICT (Full and Part time):

A reminder that if you are injured in any way while on the job, you are required to report to the assigned person at your school (usually the secretary) immediately. If that person is not available, make sure the information is shared

with an administrator. The school MUST submit a First Report of Injury to our insurance carrier within 24 hours of the incident occurrence.

DO YOU KNOW HOW TO DO THE HEIMLICH MANEUVER?

The link below will take you to very short video that shows you how to administer the Heimlich Maneuver.

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



Visual demonstration of the use of the Heimlich

NOTE: Everyone of our school cafeteria's have a locked bulletin board that contains a first-aid for choking poster. The poster gives the instructions on how to administer the Heimlich Maneuver.



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SCHOOL DISTRICT**

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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. Many of these could have been prevented. There are many factors that contribute to this, including 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 careful selection of the footwear they choose to wear at work. Employees can also be proactive in reporting as well as assisting in cleaning up spills when they are noted.

THINK how **YOU** can prevent accidents!

ANONYMOUS SAFETY VIOLATION TIP LINE

The district has established a way for employees to anonymously report any safety violation or concern. The link can be found on the staff *intranet* under the **SAFETY** link. 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. All tips submitted are fully investigated.

**THINK ABOUT IT.....
WHAT WOULD YOU DO?**



You are out late one night. As you pass by one of the schools you think you see someone walking the grounds. What would you do?

- Think “that is not my problem” and continue on?
- “I am not sure of what I saw” and ignore it?
- Be on the safe side and place a call to 911?

**THINK how
YOU can
prevent
accidents!**

DISTRICT SAFETY CONTACTS

David Colvard, CAA
Executive Director of Safety and Athletics
Dcolvard@paulding.k12.ga.us
770-443-8000 ext. 10205

Lisa Cook
Secretary for Safety and Athletics
lcCook@paulding.k12.ga.us
770-443-8000 ext. 10136

Jean Rogers
Workers Comp Contact
jrogers@paulding.k12.ga.us
770-443-8000 ext. 10222

Charles Kuss
Coordinator of Emergency Operations Center
(EOC)
ckuss@paulding.k12.ga.us
770-443-8000 ext. 32002

Jeremy Morris
Technology Coordinator of Emergency
Operations Center (EOC)
jmorris@paulding.k12.ga.us
770-443-8000 ext. 10167

Sadie Locklear
Transportation Safety and Training
slocklear@paulding.k12.ga.us
770-443-8000 ext. 10195

Karen Mathis
Director of School Nutrition
plynch@paulding.k12.ga.us
770-443-8000 ext. 10153

Devlin Brewer
Safety Coordinator for Maintenance
debrewer@paulding.k12.ga.us
770-443-8000 ext. 10175

WORKERS COMPENSATION

The following is the list of approved physicians/medical facilities for workers compensation for the school district for 2011-2012:

Pinnacle Orthopedics
Dr. McGuire
Hiram, Georgia

Pinnacle Ortho/Sport Med
Dr. Duffield – Dr. Slutsky
Austell, Georgia

Cobb Eye Center
Dallas, Georgia

Dr. McKinley Bain
Marietta, Georgia

Center for Orthopedics/Sport Med
Marietta, Georgia

New Hope Urgent Care
Dallas, Georgia

Physicians Immediate Med of Hiram
Hiram, Georgia

Resurgeons Orthopedics
Dr. Osborn
Atlanta, Georgia

NOTE: Unless it is a true emergency, visits to any of the above must be approved through the district workers compensation office of Jean Rogers (ext. 10222).

The complete list is also available on the **WORKERS COMP link of the intranet.**

MAKE SURE YOU KNOW WHERE THE AED (s) ARE LOCATED IN YOUR BUILDING AND HOW TO USE THEM!



The link below will take you to the short training video on our district web-site in which detailed instructions are given on using an AED. All district employees on the email system have been sent directions to review this video through the Target Solutions program prior to the end of the school year.

<http://www.paulding.k12.ga.us/media/AED/AED-Training.php>

SAFETY LINK ON INTRANET FOR EMPLOYEES

The employee-only intranet for the school district has a great link for safety information. Principals and safety coordinators utilize this link often. Check out the important safety resources located there. This site is password protected. Check with your principal or safety coordinator for the password.