

Safety Plans and Procedures

The following general information will assist you in complying with the Kentucky Occupational Safety and Health Standards, Jefferson County Public Schools Procedures, and the Kentucky Standards of Safety Regulations.

Emergency Drills Required (Including Plans)

Fire-Exit Drills

- Two Fire-Exit Drills are to be conducted during the **first month** of school.
- One Fire-Exit Drill is to be conducted **each month** during the remainder of the school term.

Disaster Drills

A minimum of four disaster drills are required per year:

- Two Earthquake Drills are to be conducted during the school year.
- Two Tornado/Safe-Area Drills are to be conducted during the school year—one in March to prepare for the tornado season.

Other drills are recommended to be conducted throughout the school year, such as Intruder in Building, Chemical Release, Bomb Threat, etc. See page 89 for School Drill Log to be used in documenting drills.

Note:

- Δ For a fire drill, advise the JCPS Security/Radio Room **in advance** at **485-3121** to avoid false alarms and the arrival of fire department on site.
- Δ All drills must be recorded on a copy of the School Drill Log found at the end of this section (page 89).

Earthquake Procedure Plan

In compliance with the law, each facility shall have an Earthquake coordinator. The Safety Activities person for each facility has been designated the Earthquake coordinator for each facility. An Earthquake Emergency Plan is required in each facility.

Public Assembly Emergency-Preparedness Plan

All facilities that are used for public events and that contain an area where 300 or more people may be assembled in one room are required to maintain an Emergency-Preparedness Plan for the orderly evacuation of the persons assembled, in case of emergency.

Crowd Manager

In assemblies where 1,000 or more people gather, there shall be trained crowd managers at a ratio of one per 250 occupants. These persons shall be trained in crowd-management techniques.

Asbestos Plan

The Asbestos Plan must be kept on file in the administrative office and must be accessible at all times. Employees must be notified about the availability of the Asbestos Plan. Asbestos notifications will be prepared for all principals to be distributed to all employees in their facility during the month of September.

Bloodborne Pathogens Exposure Control Plan

The implementation of the Bloodborne Pathogens Exposure Control Plan is required by federal OSHA regulations to give employers guidelines, pertaining to their employees, to minimize exposure to blood or other potentially infectious materials that can cause Human Immunodeficiency Virus (HIV), hepatitis B (HBV), or other infectious diseases. These guidelines include, but are not limited to, personal protective equipment, training, recordkeeping, and vaccination practices.

Report an exposure/incident such as a specific eye, mouth, or other mucous membrane; non-intact skin; or contact with blood or other potentially infectious materials that result from the performance of an employee's duties to the Workers' Compensation Unit at **485-3168** and the Safety director at **485-3698** or **485-3298**. The Bloodborne Pathogens Exposure Control Plan must be kept on file in the school administrative office and must be accessible to employees at all times.

Records must be maintained indefinitely. New employees shall be categorized, and existing personnel shall be reviewed to determine if the job description changed and if they should be recategorized, if necessary, into one of the categories listed in the plan. Approximately 45 minutes of training for compliance with the Bloodborne Pathogens Standards required by OSHA is available upon request from the Safety and Environmental Services Office. It is recommended that all employees have Bloodborne Pathogens Training regardless of classification. All employees previously trained must receive 20 to 30 minutes of retraining annually. A videotape for this retraining has been sent to all facilities. This tape should be reviewed annually by all applicable personnel, and sign-in sheets should be maintained in the main office.

All facilities must have a Bloodborne Pathogens Exposure Control Plan, and the Plan it must be readily accessible.

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Required Postings

The following postings must be displayed in the administrative office or a prominent location and maintained throughout the year. Postings must remain unobscured and visible.

Federally Required Postings

1. Equal Employment Opportunity Is the Law
2. Federal Minimum Wage
3. Employee Polygraph Protection Act
4. Family and Medical Leave Act of 1993

State-Required Postings

1. Safety and Health Protection on the Job
2. Equal Employment Opportunity
3. Unemployment Insurance Benefits
4. Kentucky Wage and Hour Laws
5. Wage Discrimination Because of Sex
6. Kentucky Child Labor Law
7. OSHA 300A Injury and Illness Report—
This report must be posted between February 1 and April 30 for the preceding calendar year. Each school must maintain a file containing the OSHA reports for the previous five years.

District-Required Postings

1. Jefferson County Public Schools Equal Employment Opportunity/Equal Educational Opportunity
2. Emergency Procedures (F-461.1)—
This posting must be completed and posted in occupied areas. A diagram showing emergency egress, sheltering locations also is recommended.

First-Aid Equipment and Supplies

Each facility should have first-aid materials available and a health room or suite that is easily accessible and contains an area for a child to recline. Please refer to the *School Health Services Manual*, or contact JCPS Health Services at **485-3387** for recommended first-aid supplies for the health room.

It is recommended that two, certified first-aid providers be present during working hours. This first-aid provider requirement should include CPR (for adult, infant, and child) and first-aid training.

All designated CPR/First-Aid personnel (two per building), must receive Bloodborne Pathogens Training. These employees will be offered the hepatitis B vaccination, consisting of a series of three shots, or the employee must sign a declination Form declining the hepatitis B vaccination.

Chemical Safety and Disposal

Chemical Hygiene Plan

The safety of chemicals in the school workplace is regulated by OSHA. As required by regulation, the **JCPS Chemical Hygiene Plan** sets District standards and responsibilities for using chemicals safely in the laboratory and school building. The **Hazard Communication Program** is a part of this plan. It is required by OSHA for making safety information on chemicals and chemical products used at your school readily available to employees in each work area. Help in compliance is available by contacting the Environmental coordinator in the Safety and Environmental Services Office at **485-3698** for implementation materials, guidance, training, and disposal needs.

Hazard Communication Program

1. Chemical Inventory List

Complete and/or update the inventory lists for each work area in the school, and send a copy to the Environmental coordinator. Keep a copy in the work area's red Material Safety Data Sheets (MSDS) binder and one in the main office's red MSDS binder. Be sure to record the exact product name and the manufacturer's name. Lists should be updated near the beginning of each school year for chemicals not previously listed. These forms are available upon request.

2. Secondary Labels

Label all unlabeled chemical and chemical-product containers that do not have the original manufacturer's label intact. Also, unlabeled containers, such as custodial spray bottles that hold chemicals during more than one work shift, must be labeled with the yellow/black secondary labels that are available upon request.

3. Material Safety Data Sheets (MSDS)

Chemical product manufacturers supply MSDS upon request. Each school is responsible for obtaining MSDS for each chemical and chemical product, reviewing MSDS for safe use, and for sending a copy to the Safety and Environmental Services Office. There should be a red MSDS binder containing current MSDS readily available in each work area and in the main school office. After updated inventory lists have been forwarded to the Environmental coordinator, the Safety and Environmental Services Office will assist by sending MSDS back to your school from Central Office files or will help by contacting manufacturers. Red MSDS binders are available upon request.

4. Written Program

Each school is to keep its own school Written Hazard Communication Program on file in the red MSDS binder in the school's main office. This written program is based on a Model Plan available to principals. The blanks in the Model Plan are filled in, including names of staff members responsible for each work area. The written program for your school should be shown to an OSHA inspector upon request.

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5. Training

A signature record of who has received training also must be a part of the written program. Some Central Office departments such as School and Community Nutrition Services, Housekeeping, and Transportation have ongoing training programs. All employees who handle hazardous chemicals must have training to be in compliance. Training will be scheduled upon request and offered at announced times.

Chemical Waste Disposal

Chemical Waste Disposal forms are available for having chemical waste picked up. The type, amount, and number of containers should be documented upon contacting the Environmental coordinator. Unknown chemicals should be identified, if possible. Those chemicals awaiting disposal should be stored in a secure, well-ventilated area until they are picked up by an environmental contractor. All chemicals awaiting disposal will be scheduled for pickup. Please notify the plant operator of their location in the building.

Integrated Pest Management (IPM)

IPM is the process of controlling insects, rodents, or other pests in schools by relying on methods other than the use of chemicals, if possible. School custodians following product directions can apply “ready-to-use RoundUp” for spot weed control and approved spray to control bees in dumpsters. Schools are required to notify all parents and staff at the beginning of the school year in order to maintain a registry of persons who must be notified 24 hours in advance of pesticide use in the school. A copy must be sent to the JCPS Safety and Environmental Services Office. Pesticides cannot be applied by school personnel. Licensed pest control personnel are available to respond by calling in work orders to **485-3565**.

Safety Activities Person

Each year there is to be a designated Safety Activities person at your facility. The Safety Activities person’s role in a facility is essential in helping to disseminate information and in implementing important safety programs. Please advise the Safety Activities person of this responsibility, and support this individual for a safe and healthy work/learning environment.

A form will be distributed at the beginning of the school year to update information on who is the designated Safety Activities person.

The school Safety Activities person should not attempt to deal with technical problems. He or she should be able to recognize the need for assistance where the possibility of danger exists and should contact appropriate JCPS Safety staff for assistance.

School-Emergency Radio Warning Monitor

JCPS has a plan for rapid dissemination of information pertaining to emergencies. All schools are alerted to emergencies by the School-Emergency Monitor System. For your information, the Radio Warning System will be activated monthly. This activation will be performed randomly during the school day, and telephone confirmation is required. Each school has a designated Central Office number and contact person to call after receipt of the test warning.

In many cases, the Radio Warning System is the initial communication in cases of an emergency. All emergency Radio Warning Systems shall be restored to normal operation as promptly as possible after each test alarm and shall be kept in normal condition for operation. This shall include resetting or repair, as necessary. The decision as to who will reset after either a test or an alarm shall be incorporated into your Emergency Procedure Guidelines. Should your Radio Warning Monitor fail, in addition, you must call in a request for a Work Order at **485-3565**.

Security Procedures and Guidelines

To ensure that proper communication is maintained and that activities relating to security matters are coordinated, the following procedures and guidelines are to go into effect immediately.

Correct Entry Procedures for All JCPS Facilities

To reduce the number of unnecessary false-alarm activities, it is paramount that the building principal establish for his or her location written internal procedures for staff members who have been assigned the building alarm code. These procedures are to detail how the building staff will enter and leave the facility during times when the building is not normally occupied. The written procedures that the building principal develops should be given to each of his or her designees. A copy of the local school Entry Procedures will be on file in the Security Office at the C. B. Young Jr. Service Center.

The following items are to be considered by local building principals when developing their Entry Procedures.

The principal must do the following:

1. Require staff to notify the JCPS Security/Radio operator (**485-3121**) prior to entering or immediately after entering or leaving the building during non-business hours (this includes weekends, holidays, and evenings) for the purpose of reporting any activities that are taking place and indicating when such activities will be completed. This procedure is extremely important to ensure proper building closure when there are multiple activities occurring at the school location.

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- Determine which staff should have access to the alarm codes and what entry procedures staff members are to use. Staff could include, but not be limited to, the following: Housekeeping, School and Community Nutrition Services, Athletics, Band, Computer/Media Departments, and the Administrative Office staff.
- Determine what extra activities will be conducted at the school facility, and identify what JCPS staff members will be present to supervise these activities. It is imperative that JCPS staff be present for all activities held after school hours. Some of the activities could include those held by church groups, academic clubs, booster clubs, various community groups, and the PTA.
- Determine that all staff who use the Entry Procedures know the function of the alarm and how to use it. Principals who need assistance in developing Entry Procedures should contact the Security Office at **485-3111**.
- Caution personnel that at no time should a JCPS staff person who is responsible for the after-school activity give to any non-local school employee a key, an alarm code, or the task of securing the facility. This includes, but is not limited to, the following individuals/groups: students, PTA officers, Booster Club officers, local school Advisory Committee members, community volunteers, etc.
- Change the alarm code(s) issued to staff a minimum of once per school year in order to maintain a more accurate account of JCPS staff using the building if technical assistance is necessary in determining how the alarm functions and how to use it. Changes or instructions may be requested through the Work Order System at **485-3565**.

NOTE: The coordinator of Security will provide a written summary to the principal and the superintendent/designee if there are inconsistencies noted on the alarm printout in the Security Office, which indicate the alarm system is not being operated properly. A monthly computer summary of school entries, exits, and alarm operations also will be provided on a request basis to assist in monitoring the principal's local school procedures.

In the event the above procedures are not followed, the coordinator of Security will contact the building principal for the purpose of evaluating the effectiveness of his or her Entry Procedures and to offer recommendations, if any, for improvement.

Communication Steps for Significant Events

After normal school hours, it will be the responsibility of the Security shift supervisor to evaluate and assess the significance of any burglary, vandalism, fire, or other crisis situation. If the Security shift supervisor determines the event will necessitate major repairs and/or clean-ups that will cause the **interruption of school programs or office activities**, the chain of communication will be activated.

If interruption of school is *not* anticipated, a Notice of Entry/Offense Report (Form 69) will be left at the school, and a report will be filed with Security.

For the chain of communication, the Security supervisor shall instruct the Radio Operator to notify the following individuals:

- Superintendent
- Coordinator, Security Unit
- Principal of the school
- Public Information officer
- Director, Security and Investigations
- Director, Employee Relations
- Assistant Superintendent, Facilities/Transportation
- Manager of Real Estate
- Director, Safety and Environmental Services

When a significant event requires the involvement of outside agencies, such as city police, county police, local city police agencies, Emergency Management Agency (EMA), or fire departments, the director of Security will document the extent of outside agency involvement, incorporating the findings in a collective report.

It is not the intent of these procedures to keep the public out of JCPS facilities. We fully intend for our schools to be open and readily available for use communitywide. These procedures are designed to protect JCPS property, the users, and the resources that the public has entrusted to us.

Child Abuse, Neglect, and Dependency

The Child Protective Services Program is mandated by statute, which means there are state laws that declare a child's right to be free from abuse and neglect. These laws are called the Kentucky Unified Juvenile Code and are contained in KRS Chapters 600 to 645. The Code requires the reporting of neglect; physical, sexual, or emotional abuse; and dependency of children, whether it occurs in the home, the school, or other community settings. The Code requires that these reports be assessed and investigated and requires that social services be provided to children found to be experiencing maltreatment. Inherent in the Code are two basic principles: a child's fundamental right to be safe and to be nurtured and a child's basic right to be raised by his or her own parents, whenever possible. Also included in the body of the Code are provisions for interviewing children who are the alleged victims.

- It is the District's policy (JCPS Policy: JHFE) that school District personnel who know or have reasonable cause to believe that a child is dependent, neglected, or abused shall immediately cause a report to be made to the proper authorities in accordance with state law. Under Kentucky law there are several authorities to whom abuse or neglect can and should be reported, including the Department for Social Services, Child Protective Services (CPS)—Child-Abuse Hotline (**595-4550**) and local law enforcement agencies, including the Crimes Against Children Unit (CACU) of the Louisville Metro Police Department (**574-2465**).

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- Both civil and criminal immunity from prosecution are given to any person making a report or assisting legal authorities or the CPS Program in making an assessment as long as that person is acting in good faith.
- CPS workers and CACU officers have the authority to investigate child abuse, neglect, and dependency reports at schools without parent consent. When interviewing a child at school, the worker or officer should inform appropriate school personnel of the need to interview a child regarding a referral and should show proper identification.
- If a CPS worker or CACU officer wishes to interview a child alone, school personnel are to comply after receiving proper identification from the CPS worker or CACU officer. Please document the CPS worker's or CACU officer's name and allow the child to be interviewed.
- Details of the investigation and the allegation should be limited to appropriate school personnel who have a legitimate interest in the case.
- A child may request to have a teacher or counselor present. In this event, the CPS worker or CACU officer should make a decision that is in the best interest of the child.

The District wants to give full cooperation to CPS workers and CACU officers to fulfill its legal obligation and to protect children. The Child-Abuse Hotline telephone number is **595-4550**. If you are uncertain as to whether you should call the Child-Abuse Hotline, that is an indication that you should call.

Harassment/Discrimination

The Compliance and Investigations Office is responsible for investigating alleged incidents of harassment, sexual harassment, or discrimination involving students, employees, or third-party visitors. School personnel should follow the steps outlined below when handling allegations of this nature:

- Discuss the grievance with the principal of the school.
- Expect a decision at the end of the informal meeting or within a reasonable time thereafter (five school days).
- File with the Compliance and Investigations Office a formal written complaint within five days of the informal decision, if the principal's decision is unsatisfactory in resolving the issue.

Compliance and Investigations Director
Jefferson County Public Schools
C. B. Young Jr. Service Center, Bldg. 1
3001 Crittenden Drive
Louisville, KY 40209
485-3341

Copies of any investigations or correspondence regarding the incident(s) should be forwarded to the above office.

Reporting Domestic Violence

What all JCPS educators and employees need to know:

The Law: KRS 209

Any person, including but not limited to, a physician, law enforcement officer, nurse, social worker, department personnel, coroner, medical examiner, alternative care facility employee, or caretaker, **having reasonable cause to suspect that an adult has suffered abuse, neglect, or exploitation, shall report** or cause reports to be made in accordance with the provisions of this chapter. Death of the adult does not relieve one of the responsibility for reporting the circumstances surrounding the death.

It is a misdemeanor not to report, and anyone with reasonable cause to suspect but who does not report could be held accountable. The law requires that any type of abuse, neglect, and intimidation between adults be reported to:

Adult Protective Services 595-4803

When reporting, have the following information:

- Victim's name, address, home telephone number, and work telephone number
- Perpetrator's name and relationship to the victim (If a child only knows a first name, that is enough.)

Facts about reporting:

- Each incident of domestic violence needs to be reported. Sometimes it may take five or six reports before any change is made.
- The source of reports remains confidential and is not revealed.
- Adult Protective Services will contact the victim without placing children and victims in further danger.
- Involvement with Adult Protective Services is strictly voluntary for the victim.

Where to Turn for Help

Crisis and Information Center	589-4313
Adult Protective Services	595-4803/595-4550
Child-Abuse Hotline	595-4550
Center for Women and Families	581-7222
Jefferson County Attorney's Office	574-6336
The Jefferson County Attorney's Office Crime Victim's Advocate Program	574-6336
Commonwealth's Attorney's Office	595-2300/595-2340
Kentucky Lawyer Referral Service	583-1801
Legal Aid Society	584-1254
Jefferson County Office for Women	574-5360

For further information, contact the JCPS Office of Safe and Drug-Free Schools 485-3260.

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Procedures for Adult Visitors in the Schools

Parent involvement and community support are valued by JCPS, and visitors are always welcome. However, safety is a primary concern. Enforce the requirement that all visitors (including parents, media, community, etc.) be required to sign in at the office so that there is a record of everyone who is physically present in the building. Provide escorts for all visitors. Although schools are public institutions, you have the right to limit access within the building for the safety of students and staff and so as not to disrupt the instructional environment. Visitors should be aware that they cannot interrupt classes, school programs, or school business.

Increasingly, parents visit schools to determine if a particular school program meets the needs of their child. This is a prevalent practice in JCPS, especially since a variety of Magnet and Optional programs/schools are offered. Appointments made for visitors should not interrupt instructional time. The following are procedures for visitors in the schools:

- Special days may be set aside for school visitation by the public.
- Parents new to the school may make appointments to visit the school.
- Parents may visit a classroom in which they have a child.
- The principal and staff should determine how to handle parental requests for specific teachers.
- Parents are encouraged to select the appropriate program for their child. This is different from making teacher selections.
- If custody is a question for visitation, please call the director of Pupil Personnel at **485-3338** for information.

Emergency Student-Dismissal Procedures

Once the dismissal order is received from the superintendent or the designated proper school authority, the principal will do the following:

1. Relay dismissal instructions to every classroom by the most rapid and efficient means.
2. Inform parents that they need to make special arrangements for child care in the event school is dismissed and parents are not at home.
3. Review the dismissal procedure already provided to parents to ensure that it will be followed. The procedure should provide guidance regarding parents who have made special arrangements for child care in the event parents are not at home.
4. Ensure that designated school personnel will inspect the entire structure once dismissal is completed to ensure that the building is empty and that any precautions dictated by the Fire Plan or other specific disaster plans are taken.
5. The principal may request assistance from administration

and/or law enforcement agencies to ensure that students disperse from the school building to minimize hazards and to reduce congestions.

6. Ensure that all dealings with the news media and the public are handled by the Public Information officer at **485-3357**.

Death of a Student/Staff Member

A request should be directed to the assessment counselor, **485-3102**; director of Pupil Personnel, **485-3338**; or the executive director of Student Relations and Safety, **485-6140**, during normal school hours.

After normal school hours, principals may request the assistance of the Crisis Assistance Team (CAT), 24 hours a day, from the Radio Room, **485-3121**. The Radio Room will contact the assessment counselor, director of Pupil Personnel, and/or the executive director of Student Relations and Safety. CAT may help in:

- providing support and assistance in the event of the death of a student or staff member.
- assisting in other crisis events, as agreed to by the principal of the school and CAT.

Review of School/Building Safety Plan

School/Building principals are responsible for ensuring that their Safety Plan is reviewed and updated annually. Please forward updated or modified plans to the Security Unit.

Workers' Compensation Claims

All employees are automatically covered under the State Workers' Compensation Insurance Laws from the first day of employment. These laws protect against loss of wages and medical expenses resulting from injuries sustained while working on the job.

All injuries, regardless of severity, are to be promptly reported by the injured employee to his or her immediate supervisor and to the designated person responsible for the reporting on incidents to the Workers' Compensation Office. Refer to "Instructions for reporting Workers' Compensation Claims." Reporting forms are available online at <http://apps.jefferson.k12.ky.us/hrweb/employeerelations/default.stm> Contact the Workers' Compensation Office for questions, **485-6396**.

Jefferson County Public Schools

School Drill Log

School Year: _____

Fire Drills

Conduct two fire drills within the first 30 days of school and one per month for the remainder of the school year.

	Date	Time of Drill	Weather Conditions	Number of Occupants	Total Time for Evacuation
First 30 Days	1.				
	2.				
Throughout the School Year	3.				
	4.				
	5.				
	6.				
	7.				
	8.				
	9.				
	10.				
	11.				
	12.				
	13.				

Disaster Drills

Conduct five annually: two earthquake drills during the school year, one lock-down drill, and two tornado/safe area drills, one of which is to be conducted in March.

Type of Drill	Date	Type of Drill	Date
1. Earthquake		4. Tornado/Safe Area	
2. Earthquake		5. Tornado/Safe Area, March	
3. Lock-down			

Other disaster drills are recommended to be conducted throughout the school year, such as Chemical Release, Bomb Threat, etc. Record the type of drill and date below:

Type of Drill	Date	Type of Drill	Date
1.		4.	
2.		5.	
3.		6.	

NOTE: All schools shall complete and maintain this School Drill Log. Kentucky Fire Prevention Code requires this log be readily accessible for inspection.

REVISED 05/06

Emergency Procedures

1. Call **9-911** giving the name and location of the facility from which you are calling.
2. Any time your school calls the police, the fire department, or EMS, notify the JCPS Security/Radio Room Operator (**485-3121**) immediately of the nature and scope of the situation.
3. Security will immediately notify the needed support services of the nature and scope of the situation. The Public Information officer (PIO) will notify the superintendent and the appropriate assistant superintendent's office. The PIO may contact you to monitor the situation or to assist with media/communications efforts. If you need communications assistance in an emergency, contact the Public Relations Officer at **817-6847** and the JCPS Security Radio Room at **485-3121**. At the request of the superintendent or principal, the PIO will assume responsibility for emergency/crisis communication.
4. If necessary, direct the evacuation of the building to the outdoor assembly area that can be used as a student control area, medical treatment area, command post, and student-release area if needed. Procedures should be in place to account for all students and staff. If weather conditions require, plans should be made to evacuate to an alternate site, where practical, which could temporarily house students and staff until transportation is provided.
5. Place staff at each entrance/exit to secure the building. Enforce the requirement that all visitors (including parents, media, community, etc.) be required to sign in at the office so that there is a record of everyone physically present in the building.
6. If necessary, the PIO will designate and staff a briefing area for the media away from the incident area and will escort media to designated locations. The school also should designate and staff a waiting area away from the incident for visitors.
7. In the event of any major accident, natural or man-made, the establishment of a designated controlled area is required. A continuity of command must be maintained so that each department is adequately briefed on the situation as it arises and can assume control of its responsibilities. The command post (JCPS Security/Radio Room) contains the necessary communications and personnel to communicate with all agencies involved in the incident.
8. A Disaster Response Team can be activated in cases of natural or man-made disasters or other catastrophic incidences. The purpose of the Disaster Response Team shall be to ensure that first-response procedures are communicated to affected personnel to alleviate any danger for students and employees until internal and external agencies can mobilize. Depending on the nature of the incident, Central Office staff members can be dispatched to the school site to assist you.

Emergency Communications

1. Providing factual updates during the situation is crucial. Students and staff should be informed as appropriate under the circumstance. A decision as to whether an interim or a full story will be released will be made by the principal in conjunction with the PIO—with the advice of EMS, fire department, police personnel, etc., when appropriate.
2. It is imperative that only accurate, verified information of a public nature be shared. For this purpose, it is best to **limit** the spokesperson for the situation to one individual.
3. All student information is confidential, including names, and cannot be shared with the media. All media inquiries regarding employees must be referred to the Public Information Office (**485-3357**).
4. Although schools are public institutions, you have the right to limit access within the building and on school grounds for the safety of students and staff and so as not to disrupt the instructional environment. Reporters should be aware that they cannot interrupt classes/school programs/school business and cannot interfere with school or police investigations. Should reporters forget, remind them politely.
5. At the beginning of each school year, alternate communication sources should be identified and included with the school's Safety Plan. Examples of alternate communications follow:
 - a. Does the school have two-way radio communication capability? If unknown, please call **485-3298** for assistance.
 - b. Identify school personnel with mobile cellular communication availability (car telephones/mobile telephones).
 - c. Identify school personnel with CB-radio communication.
2. Arrange for transfer of students, staff, and other individuals when their safety is threatened by disaster.
3. Take any other steps deemed necessary to ensure the safety of students, staff, and other individuals.
4. Assist as directed by the superintendent.

Emergency Procedures

Responsibilities of Personnel During/After Emergency

Building Principal

The principal shall be responsible for the overall direction of disaster procedures at the school site.

1. Direct evacuation of building in accordance with procedures.
2. Arrange for transfer of students, staff, and other individuals when their safety is threatened by disaster.
3. Take any other steps deemed necessary to ensure the safety of students, staff, and other individuals.
4. Assist as directed by the superintendent.

Teachers

Teachers shall be responsible for the supervision of students and will remain with students until directed otherwise.

1. Direct evacuation of students in their charge to inside or outside assembly areas in accordance with signals, warnings, written notifications, or intercom orders and procedures as described in the established procedures.
2. Render first aid if necessary. Designated school staff should be trained and certified in first aid and CPR.
3. Take grade book, and call roll after evacuation.
4. Report missing students and staff to the principal.
5. Assist as directed by the principal.

Custodians

Custodians shall be responsible for the use of emergency equipment, for the handling of your school's supplies, and for the safe use of available utilities.

1. Survey and report damage to principal.
2. Assist rescue operations as directed.
3. Control main shut-off valves for gas, water, and electricity, and ensure that no hazard results from broken or downed lines.
4. Assist in the disbursement of supplies and equipment.
5. Conserve usable water and other supplies.
6. Assist as directed by the principal.

Secretarial Staff

1. Be responsible for reporting a fire or other disaster.
2. Take enrollment cards and sign-out sheets for off-site student release if required.
3. Use telephones and monitor emergency radio broadcasts.
4. Assist as directed by the principal.
5. Perform the duty of messenger-courier as directed.

Food Services/Cafeteria Workers

1. Use, prepare, and serve, on a rationed basis, cafeteria stock and water supply whenever providing food for students and staff becomes necessary during a disaster.
2. Assist as directed by the principal.

Bus Drivers

1. Supervise the care of students if disaster occurs while students are on the bus.
2. Transfer students to a new location when directed to do so.
3. Use bus radios as an emergency communication system.

Central Office Staff

The Central Office staff will assist in all emergencies. A command post will be set up at the C. B. Young Jr. Service Center at **485-3121**.

These responsibilities shall be modified to meet the needs of your specific facility.

Bomb Threat

Refer to procedures outlined in the *Safety Manual*.

Chemical-Release Incident

This plan may be used as a guideline when hazardous gases or materials escape out of their contained environment. Chemical accidents of disaster magnitude could include incidents involving tanker trucks, railroad cars, and large quantities of toxic gases or materials.

If a chemical release occurs outside the school building, do the following:

1. Initiate Shelter-in-Place Plan.
2. Call **9-911**.
3. Notify the JCPS Security/Radio Room (**485-3121**) immediately; they will notify the proper JCPS departments.
4. All windows and doors shall be closed and shall remain shut. Stay in building and disable Heating, Ventilating, and Air Conditioning (HVAC) units; also, kitchen exhaust systems shall be turned off. The school will be advised of the necessary action verbally, by telephone, or by emergency JCPS radio communication as additional information comes available. **Turn on the radio and television for additional information.**
5. Do not proceed outside unless directed to do so. If required, take action to evacuate the building and, if necessary, the school site. Transfer school-site operation only by the direction of the JCPS superintendent or his or her designee.
6. Render first aid, if necessary.
7. The principal will direct any other action as directed by the on-scene commander.

Emergency Procedures

If a chemical release occurs within the school building, do the following:

1. Initiate Evacuation Plan, if required.
2. Call **9-911**.
3. Call the JCPS Security/Radio Room at **485-3121**; they will notify the proper JCPS departments.
4. Render first aid, if necessary.
5. All appropriate state and local agencies will be notified as to the nature of the emergency.
6. Refer to Material Safety Data Sheets (MSDS) for specific information.
7. With the staff, maintain control of the students at a safe distance from the accident and take roll call. Students and staff shall not return to their respective areas until the school is determined to be safe by emergency responders.

Earthquake

Because earthquakes can strike without warning, the immediate need is to protect lives by taking the best available **cover**. All other actions must wait until the tremor subsides.

1. The custodian and/or maintenance personnel shall assist with the shutdown of the facility's mechanical, water, and gas systems. The electrical system is to be shut off if needed.
2. At no time—either from the building or from external, designated evacuation sites—should students or staff be dismissed until the JCPS Emergency Dismissal Procedures have been implemented. This precaution is crucial for accountability reasons and because the possible conditions of the surrounding community may not be known.
3. Students shall not reenter a vacated building if there is any doubt concerning the safety of the structure. In this event, an inspection should be requested by the Maintenance Department.

All schools are required by law to have an Earthquake Plan. Use the Earthquake Plan for additional information. Notify Emergency Services, if possible, by calling **9-911** and the District's Radio Room at **485-3121** from a safe location.

Fallen Aircraft

A. If an aircraft falls near the school, the following will be implemented:

1. Alert staff.
2. Call **9-911**.
3. Call the JCPS Security/Radio Room at **485-3121**; they will notify the proper JCPS departments.
4. Render first aid, if necessary.
5. If smoke or fumes threaten the building, initiate your Chemical Release Plan.
6. The principal or designee will determine and direct any other actions as required.

B. If an aircraft falls on a portion of the school, the following will be implemented:

1. Initiate Evacuation Plan.
2. Call **9-911**.
3. Call the JCPS Security/Radio Room at **485-3121**; they will notify the proper JCPS departments.
4. Staff will evacuate students from buildings to a safe area as directed.
5. All students and staff will be kept at a safe distance, upwind, allowing for possible explosions. (Note: In case of jet aircraft, the minimum safe distance is 500 yards.)
6. Render first aid, if necessary.

Fire Procedures

In the event a fire is detected within a school building, the following actions will be taken:

1. Sound the school's fire alarm. This will automatically implement the Fire Drill Evacuation Procedures.
2. Notify the fire department, **9-911**.
3. Call the JCPS Security/Radio Room, **485-3121**.
4. Students and staff should not return to the school until fire department officials declare the area safe.
5. **Notification of the fire department is mandatory on all fires.**

Emergency Procedures

Fire-Alarm Procedures

Note: All fire-alarm notifications must be called in to **9-911** or the appropriate fire administration and to the JCPS Security Office. **All fires must be reported immediately by calling 9-911.**

Occupied Facility:

1. **If the fire alarm is activated while the building is occupied, initiate Evacuation Plan, and call 9-911 to report the sounding of the fire alarm.** Give name of school, address, and the zone indication shown on the fire-alarm panel. Next, call the JCPS Security/Radio Room, **485-3121**. If a staff member has observed or has reason to believe that a person pulled a fire alarm for obvious malicious reasons, notify the school office. The office may then silence the fire alarm and activate the all-clear signal, ceasing the evacuation process.
2. If a manual fire-alarm box has been pulled by an unknown individual, up to five minutes may be taken to locate the pulled, manual fire-alarm station. If the fire-alarm box cannot be located within five minutes, **9-911** shall be called. Next, call the JCPS Security/Radio Room at **485-3121**. If staff locate the pulled, manual fire-alarm station and it appears that it was maliciously operated, the fire alarm may be silenced (**but not reset**) and the recall signal given to allow students and staff to return to the school. A staff member shall then notify fire administration at:

Jefferson County 574-7599
City of Louisville 574-3731

Advise that a malicious false alarm has occurred and that the staff and students have returned to the building.

3. Staff members must bear in mind that there is automatic fire-detection equipment in schools, which may also activate the fire-alarm system. Staff members should not assume a fire alarm is false until the device activating the system has been found and a reason for the activation determined.
4. **Should the alarm be activated by smoke or heat detectors or by the sprinkler system, 9-911 shall be immediately called. DO NOT RESET the fire-alarm system until advised to do so by a fire department.**
5. **Under no circumstance should the fire-alarm system be shut off or taken out of service.** The principal shall, upon notification of deactivation by construction or any other cause that affects the fire-alarm system, notify the JCPS Safety and Environmental Services Office to assist the school in implementing a Fire Watch Program, which includes notifying the fire department.
6. The JCPS Security/Radio may recall the school to determine the status of the fire alarm after five minutes have elapsed. If the school cannot confirm that the alarm was a malicious false alarm, security may direct the school to call **9-911**. Security may also make a secondary

call to confirm this was done by the school. If the JCPS Security/Radio Room cannot contact the school to determine the cause of the fire alarm, the fire department shall be notified immediately.

Unoccupied Facility:

If the fire alarm is activated while the building is unoccupied, the following procedures should be followed:

1. The JCPS Security/Radio Room shall call the fire department (**9-911**) upon receiving the alarm and then call the General Maintenance Department. **Under no circumstance should the alarm system be reset.**
2. The JCPS Security/Radio Room should perform a visual inspection from outside the building, open the building for the fire department, and act as a liaison with the local fire department upon their arrival.

Fire-Drill Procedures

The JCPS Security/Radio Room must be advised of any fire-exit drills well in advance of and, if possible, immediately prior to the drill. Call **485-3121**. If this does not occur, the JCPS Security Office may believe there is a fire at the school.

Hostage Situation/Armed Intruder

These situations are probably the least predictable and the most dangerous of the emergency situations that may confront the school principal.

1. Notify **9-911**. Make sure the 911 operator understands that there is an armed person inside the school, and give his/her last known location. If possible, stay on the line until you are instructed to disconnect by the emergency operator.
2. Notify the JCPS Security/Radio Room at **485-3121**.
3. Notify all teachers that you have an emergency situation. Keep all students inside their classrooms until further notice. All classroom doors should be locked upon notification.
4. Notify all students outside their classrooms (including those outside the school building) to report to the nearest safe classroom. All staff should make certain that any stray student is brought into a locked area.
5. Barricade the doors and windows with furniture, if necessary, to isolate students and employees from the hostage taker or armed person.
6. As soon as possible, and only if it can be accomplished safely, a staff member should be directed outside the building to warn all approaching visitors of the danger.
7. Assist police as directed by them. Expect the police to enter the building rapidly without warning.
8. When confronted by police, raise your hands above your head and identify yourself.
9. Blueprints shall be available for emergency personnel.

Emergency Procedures

Medical Emergency

1. When a student accident, injury, or illness occurs, first aid is the immediate care that shall be given. First-aid priorities are the following:
 - a. Effect a prompt rescue.
 - b. Check for airway.
 - c. Check for breathing.
 - d. Check for circulation.
 - e. Control severe bleeding.
 - f. Check for poisoning or ingestion of chemicals.
 - g. Refer to the student's Emergency Information Card to determine if the student has special health concerns that require specific care (e.g., epilepsy/seizures, diabetes/insulin shock, allergy/asthma).
 - h. If further medical care is indicated, call **9-911** to notify EMS (Emergency Medical Services).
 - i. Notify parents/guardians as soon as possible if follow-up medical care is needed.
 - j. Inform parents/guardians of any first aid provided by school personnel.
 - k. Stay with the student until he or she is dismissed to his or her parent/guardian or designated school authority or returned to the classroom.
1. Do not give medication unless specifically ordered to do so by his or her own physician without an appropriately signed, notarized authorization given by the parent/guardian.
2. If it is necessary to transport the student to a doctor/hospital and the parents/guardians are unable to provide such transportation, then:
 - a. call an ambulance selected by the parents/guardians.
 - b. call **9-911** EMS. The parents/guardians of the student shall be responsible for the cost of private/EMS ambulance service.
 - c. school employees may transport but must stay with the student, until a parent/guardian or other appropriate party has assumed responsibility.
3. The Student Accident Report Form (F-442-1) shall be completed in duplicate, and one copy shall be sent to the Safety director within 72 hours of the accident.

Severe Cold Weather Procedures

If at any time the weather forecast predicts that the outdoor air temperature will be below 15°F, the Plant Operator will be certain of the following before he or she leaves the building:

- All classroom and rest room doors are open, with the exception of security alarm doors, audiovisual room doors, computer room doors, and storage room doors in the science classrooms.
- All closet and cabinet doors where plumbing is located are open.
- Any broken windows are covered with wood or plastic.
- All window shades are pulled to the window sill, and all drapes are closed.
- Any school operating with sewer plants should keep a steady flow of water in at least three locations in the building, with approximately one-half flow from one faucet at each location. A trickle of water should be left running in each rest room and in the kitchen area.
- For Saturdays, Sundays, holidays, or when school is closed and the outdoor air temperature is below 15°F, the Plant Operator will perform the following checks:
 - Check the building to ensure that the Boiler Room equipment (boiler and system pumps) is operational.
 - Ensure that there are no cold areas in the building that may be in danger of freezing water lines, sprinkler systems, or HVAC equipment.
 - Check the building between 8 a.m. and 12 noon each day the temperature has been below 15°F and not below 0°F.
- When the outdoor temperature has been below 0°F, the Plant Operator will check the building three times a day. (8 a.m., 4 p.m., and 12 midnight).
- In the event there is a problem in a school that has an area-maintenance person, the Plant Operator should call the area-maintenance person immediately for assistance in correcting problems.
- Any time there is a boiler failure or a plumbing problem, notify the Security Office (**485-3121**) and Security will notify the proper maintenance personnel.
- If there is no Plant Operator, someone must be designated to perform these functions. The name and telephone number should be listed with the Security Office, the director of General Maintenance, and the director of Mechanical and Electronic Maintenance.
- At all times when entering a building after hours, school personnel as well as maintenance personnel will follow normal entry procedures as required by the Jcps Security Office. (Call Security at **485-3121** when entering or leaving the building.) This procedure is most critical during severe weather and is required during all building checks.

Emergency Procedures

Severe Weather Procedures

Tornadoes, Thunderstorms, and Severe Winds

- At the sound of an emergency-warning siren during severe weather conditions, immediately implement your emergency procedures, maintain sheltered positions, and monitor all communication sources until the all-clear signal is given. All schools may not be in an area where emergency-warning sirens can be heard. Any information indicating that severe weather is present requires immediate response by school personnel.
 - For a **Tornado Warning** notice, immediately implement your emergency procedures, vacate outside portable buildings, maintain sheltered positions, and monitor all communication sources until the all-clear signal is given.
 - For a **Severe Storm/Severe Thunderstorm Warning** notice, immediately implement your emergency procedures, maintain sheltered positions, and monitor all communication sources until the all-clear signal is given.
 - For a **Tornado Watch or Severe Storm/Severe Thunderstorm Watch** notice, review emergency procedures and be prepared to implement your emergency procedures; be prepared to vacate outside portable buildings, to check radio and television for additional information, and to monitor the JCPS Emergency Warning All-Call Radio. The location of emergency supplies (flashlights, first-aid kits, etc.) should be confirmed. Designated school personnel should observe outside weather conditions.
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- Call **9-911** if emergency responders are needed.
 - Notify the JCPS Security/Radio Room at **485-3121** if damage occurs; they will notify the proper JCPS departments.
 - Render first aid, if necessary.

Utility Emergency

Natural Gas Emergency

If a gas leak is suspected or detected, implement the following procedures:

1. Evacuate students and staff a safe distance from the building or the suspected leak site.
2. Call **9-911**, and tell the dispatcher you smell gas. Ask the emergency dispatcher if you should call Louisville Gas & Electric Company at **9-589-5511**.
3. Call the JCPS Security/Radio Room at **485-3121**; they will notify the proper JCPS departments.
4. The building shall not be reentered until authorization is given by the fire department.

If there is ever any doubt, follow the evacuation procedures immediately.

If a strong concentration of gas is noted in the early morning hours when the custodian opens the school, the principal shall be notified immediately, and no one will be allowed to enter the building until the all-clear signal is given.

Power Failure

1. Make sure students and staff are safe.
2. Notify JCPS Security/Radio Room at **485-3121**; they will notify proper JCPS departments.
3. Evacuate building if advised by the principal or designee.
4. Proceed to the alternate site for your school, if necessary.
5. If required, students will be sent home by bus, or parents may pick up their students at the alternate location. Information on student pickup will be supplied by the JCPS District administration and relayed to the radio and television stations through the Community Development and Governmental Relations Division. No student shall be released until the order is received from the superintendent or designee.

Water Failure

1. Make sure students and staff are safe.
2. Notify the JCPS Security/Radio Room at **485-3121**; they will notify the proper JCPS departments.
3. Attempt to determine the length of the outage.
4. Check with the JCPS Safety and Environmental Services Office at **485-3298** before using water after a public water failure has occurred.