

Sacred Heart of Jesus Catholic School

Safe School Plan



2016-2017

EMERGENCY COMMUNICATIONS

Quick and efficient communication is often the key to minimizing loss during a crisis or emergency. It is important to become familiar with the various communication options available in advance of a crisis.

COMMUNICATION OPTIONS:

- ✓ **Public Address System:** The intercom is our means of communicating with the occupants of our entire school building at one time.

- ✓ **Regular School Telephones:** These telephones are located throughout our school building. You can find phones in the following places: front office, nurse's office, teacher's lounge, conference room, resource room near primary wing, kitchen, maintenance office, conference room, library, and resource room near Multi-Purpose Center (MPC), each classroom, library computer lab and laptop computer lab.

- ✓ **Personal Cell Phones:** The principal will collect the cell phone numbers of the staff for emergency communication purposes. Anytime students are outdoors at recess, at least one staff member should be carrying their cell phone in case of emergency.

- ✓ **Portable Radios:** Designated classroom teachers have a portable radio. The school office personnel and the nurse also have a portable radio. Anytime students are outdoors, at least one staff member accompanying them should be carrying a portable radio.

- ✓ **Email:** Email may be used to communicate important messages to staff during a crisis. Oftentimes, it will be necessary to precede the email with an intercom announcement as staff members may not be actively monitoring their email.

CALLING 911

911 should be called any time an emergency develops requiring the immediate assistance of police, fire, or emergency medical responders. Your **911** call will be answered by a police dispatcher.

Be prepared to articulate the location and nature of the problem. If the problem is medical or fire related, the **911** operator will transfer your call to a fire dispatcher and you may have to repeat the information a second time.

WHO TO CALL FOR EMERGENCY DURING SCHOOL

Police/Fire/Ambulance.....**911**

AND

Mrs. Engen.**913-422-5520**

AND

Front Office.....**913-422-5520**

Tim Marino.....**913-200-7401**

WHO TO CALL FOR AFTER HOURS EMERGENCY

Police/Fire/Ambulance..... **911**

AND

Mrs. Engen.....913-207-4723

Or

Tim Marino.....913-200-7402

Police/Fire Non-Emergency:

Shawnee Police Non-Emergency.....913-631-2155

Shawnee Fire Department Administrative Offices.....913-631-1080

Area Hospitals:

Children's Mercy Hospital-Downtown.....816-234-3000

KU Medical Center.....913-588-1227

Marillac.....913-681-5437

Menorah Medical Center.....913-498-6000

Olathe Medical Center.....913-791-4200

Overland Park Regional Medical Center.....913-227-0506

Providence Medical Center.....913-596-4000

Shawnee Mission Medical Center.....913-676-2000

Other:

Johnson County Emergency Management.....913-782-3038

Poison Control Center.....800-222-1222

Web Sites:

www.noaa.gov

www.jocoem.org

www.dhs.gov/dhspublic

www.kbi.ks.gov/registeredoffender

www.cdc.gov

National Weather Service

Johnson County Emergency Management

Department of Homeland Security

State of Kansas Registered Offender

Centers for Disease Control

MANDATED REPORTING

CHILD ABUSE AND NEGLECT

When any employee has reason to suspect that a child has been harmed as a result of physical, mental or emotional abuse, or neglect or sexual abuse, the employee shall report the matter promptly to:

Department of Children and Families (**DCF**).....1-800-922-5330

When the abuse is believed to be physical or sexual also contact:

Law Enforcement

Important Note: Willful and knowing failure to make a report as required above is a class B misdemeanor. It is not a defense that another mandatory reporter made a report.

CRIMINAL ACTIVITY

When a school employee knows or has reason to believe that an act has been committed at school, on school property, or at a school supervised activity and that the act involved conduct which constitutes the commission of a felony or misdemeanor or which involves the possession, use or disposal of explosives, firearms or other weapons, the employee shall report the matter promptly to:

Law Enforcement and the principal, Mrs. Engen

VIOLENCE PREVENTION

Sacred Heart of Jesus Catholic School is dedicated to maintaining a faith-filled, safe, and secure academic environment. The school's violence prevention philosophy is grounded in three basic concepts:

- ✓ Advancing a **Christ-centered school** environment that encourages virtuous, peaceful behavior.

We are here to continue the mission of Jesus Christ and to make his love known to all we encounter.

- ✓ Fostering **Trusted Adult Relationships** with Students

All school employees are asked to participate in ensuring that no student is without a trusted adult to whom they can turn for help or to deliver information pertaining to the safety of their school.

- ✓ **Identifying, Assessing** and **Managing** Potentially Violent Individuals

IDENTIFY

It is important that everyone in the school community, i.e., students, staff, parents and visitors, recognize and report any statement or behavior of an individual which is suggestive or predictive of future violent action. The tendency to rationalize or minimize statements or actions of concern has proven tragic in the past. Threatening comments, violent drawings, veiled suicidal statements, etc., all should be reported to the principal for further assessment.

ASSESS

The principal, teachers, and staff are responsible for ensuring that an individual who has exhibited threatening or other concerning behavior is effectively assessed regarding his/her potential for violent activity. Assessments should be comprehensive and will often include parental input, review of past behavior, current observations, and interviews with the individual.

MANAGE

Appropriate steps can be taken to safeguard the school environment by managing the individual in accordance with the findings of the assessment. Solutions may range from additional in-school counseling to law enforcement action.

WHAT CAN YOU DO?

- ✓ Interact with students in a faith-filled, positive, caring, and friendly manner.
- ✓ Give extra attention to students who appear alone. If the situation persists tell the student advocate and Mrs. Engen of your concerns.
- ✓ Report behavior of concern such as threatening comments, violent drawings, suicidal statements, etc.
- ✓ Report any suspicious activity, persons, vehicles, or objects in or around school.
- ✓ Do not tolerate bullying or intimidation toward anyone.
- ✓ Periodically review your role in various emergencies, e.g., fire, tornado, intruder, etc. Imagine specific crises and mentally train to respond appropriately.
- ✓ Question visitors who do not display a visitor sticker by asking if you can help them.
- ✓ Do not prop open any exterior doors - maintain strict access control.
- ✓ Always carry your keys with you.
- ✓ Be vigilant and know that everyone is responsible for safety in our school.

FRONT DESK SECURITY

The Sacred Heart of Jesus Catholic School front office employees are the gatekeepers to our building. Front desk personnel are often an important key to a successful resolution of any building crisis.

EMERGENCIES

- ✓ When an emergency situation develops, take a few deep breaths – more oxygen to the brain will help you think more clearly and remain calm.
- ✓ Calmly assess the facts of the situation and determine a course of action.
- ✓ Call 911 if appropriate for police, fire or emergency medical response.

HANDLING ANGRY PEOPLE

- ✓ Keep the desk between you and the person in question.
- ✓ Be courteous and do not match the person's anger level with your own.
- ✓ Speak with an empathetic, calm, soothing voice.
- ✓ Always use the person's name.
- ✓ Do not visibly react with surprise, disgust or fear to their language or volume.
- ✓ Do not blame the individual for the problem presented.
- ✓ Ask the person to have a seat while you try to resolve the problem.
- ✓ Offer alternative solutions if the one they want is not readily available.
- ✓ Never touch the person.
- ✓ Do not store potential weapons on top of your desk such as scissors or letter openers.
- ✓ Have a plan in place for a co-worker to call 911 if the situation is not readily stabilized and resolved.

SACRED HEART OF JESUS CATHOLIC SCHOOL PRINCIPAL'S RESPONSIBILITIES

- ✓ Maintain an emergency plan. This plan will incorporate the best practices available to ensure the safety and security of students and staff. This plan will be updated at least annually.
- ✓ Conduct **tornado** drills three times per year.
- ✓ Conduct **fire** drills once per month during the school year.
- ✓ Conduct **lockdown – lights out drills** at least once per semester.
- ✓ Conduct additional situational **lockdown** training or drills at least once per semester.
- ✓ Plan primary and alternate routing within the school facility for fire drills, tornado drills, and evacuations.
- ✓ Ensure shelter-in-place, fire exits, and severe storm shelters are identified and properly signed.
- ✓ Identify primary and alternate assembly areas outside the building for use during evacuations.
- ✓ Identify primary care givers and alternates who will be responsible for the organization, protection, and movement of the special needs population during emergency operations and drills.
- ✓ Ensure that several staff members are instructed in the process of shutting off the building's utilities to include the HVAC system, gas, water and electricity.
- ✓ Ensure first aid kits are updated and strategically placed in each classroom.
- ✓ Maintain working inventory of portable radios sufficient for strategic use on the property.
- ✓ Maintain a working weather radio.

SEVERE THUNDERSTORM

SEVERE THUNDERSTORM WATCH & WARNING

A Severe Thunderstorm Watch or Warning is issued by the National Weather Service when conditions are conducive to severe thunderstorms in and close to the watch areas (Watch) or such a storm has actually been spotted in person or on radar (Warning). Severe thunderstorms may produce heavy rain, damaging hail, lightning, dangerous wind gusts, and even tornadoes.

ACTIONS:

- ✓ Educational process continues.
- ✓ If threatening sky, lightning, thunder, hail, or strong winds are present, all persons should remain inside.
- ✓ Weather radio, television, AM/FM radio, and/or online sources should be monitored for additional watches and warnings.
- ✓ The principal may elect to move students to storm shelters during a severe thunderstorm, regardless of whether or not a tornado warning has been issued. This decision should be based on observable threatening conditions in and around the school building.

LIGHTNING

There is no safe place outside when thunderstorms are in the area. If you hear thunder, you are likely within striking distance of the lightning produced by the storm. **All outdoor activities should be discontinued if any of the following conditions exist:**

- ✓ Lightning is visible.
- ✓ Thunder can be heard.

TORNADO

TORNADO WATCH

A **Tornado Watch** is issued by the National Weather Service when weather conditions are considered to be favorable for the development of severe thunderstorms capable of producing tornadoes.

ACTIONS:

- ✓ Educational process continues.
- ✓ If threatening sky, lightning, thunder, hail, or strong winds are present, all persons should remain inside.
- ✓ Assign specific personnel to monitor weather announcements via weather radio, television, AM/FM radio, and/or Internet sources.
- ✓ Advise staff of Tornado Watch to prepare for possible relocation to shelter.
- ✓ Prepare for movement of persons with special needs who will require extra time or assistance in relocating to an area of refuge.

TORNADO WARNING

A **Tornado Warning** is issued by the National Weather Service when an actual tornado has been sighted by spotters or indicated on radar. Tornado sirens should sound in the area of the warning.

ACTIONS:

- ✓ Discontinue educational process.
- ✓ All persons will proceed quickly to one of the designated severe storm shelters within the building.
 - The following classes should report to room #100:
 - 3rd, 4th, one 6th grade class, and 8th.
 - The following classes should report to room #102:
 - 2nd, 5th, one 6th grade class, and 7th.
 - The following classes should report to the teachers' lounge:
 - Kindergarten and 1st.
- ✓ Account for all students using class roster.
- ✓ Monitor weather advisories via radio, television, or Internet in the storm shelter.
- ✓ Survey the building for damage after the storm to ensure safety of occupants.

AFTER A TORNADO

- ✓ Do not leave the shelter areas until the tornado warning has expired.
- ✓ Attend to any injured persons.
- ✓ Call 911 for emergency response by police, fire, or medical personnel if needed.
- ✓ Maintain orderly control of students.
- ✓ Account for any missing persons.
- ✓ Utilize key personnel to check the building for any broken glass or other hazards.
- ✓ Stay clear of all electrical devices or loose wires.
- ✓ Evacuate building if there is an odor of natural gas.
- ✓ Do not use fire alarm or activate any electrical devices that may cause sparks.
- ✓ Initiate relocation and reunification procedures if appropriate.

WEATHER RADIOS

A weather alert radio is located in the office. When a weather watch or warning message is broadcasted on this radio, the principal should be notified as soon as possible. The principal should communicate with their staff throughout the day when a severe thunderstorm or tornado warning is a possibility.

Office staff should have a working knowledge of how to operate the weather radios. The National Weather Service broadcasts a test message once a month on the first Wednesday at 11:00 AM to ensure weather radios are in working order.

FIRE

DISCOVERY OF A FIRE:

- ✓ Activate fire alarm if not already sounding.
- ✓ Call 911 to ensure fire department notification.
- ✓ Evacuate the building via safe and clear routes. These routes are posted in each classroom.
- ✓ Assemble students away from smoke, parking lots, and emergency equipment. Students should remain in classroom groups under the supervision of a teacher.
- ✓ Verify attendance at assembly area outside of building.
- ✓ Principal or designee will begin roll call of students, staff, and visitors using the portable radio system.
- ✓ Principal or designee will take visitor sign in sheet to staging area for reference.
- ✓ Nurse will take student sign out sheet to staging area for reference.
- ✓ Principal or designee remains with the fire department incident commander until termination of the fire. A designee should be authorized to make decisions and be equipped with a cell phone, contact numbers, and school radio.

BOMB THREAT

Most bomb threat calls made to schools are received by front office personnel. It is important these staff members be familiar with this procedure, and have quick access to the Bomb Threat Caller Checklist. Immediate actions by the person receiving the call or written threat are as follows:

TELEPHONE THREAT:

Keep caller on the line.
Note incoming caller I.D. number.
Utilize **Bomb Threat Caller Checklist**.
Be polite and show interest.

WRITTEN THREAT:

Do not handle note unnecessarily.
Preserve written note.
Photograph or Xerox note.

NOTIFICATIONS:

Mrs. Engen or Carol Farnsworth
Police

911

PRINCIPAL'S ACTIONS:

- ✓ Review incident facts.
- ✓ Make **evacuation, lockdown, or no action** determination.
- ✓ Collaborate with police upon their arrival.
- ✓ Investigate all sources of information.
- ✓ Conduct search of building and grounds.
- ✓ Re-evaluate based on all information.

SUSPICIOUS PACKAGES OR LETTERS

WHAT MAKES A PACKAGE OR LETTER SUSPICIOUS?

- ✓ No return address or an illegible return address
- ✓ Excessive weight or the feel of a powdery substance
- ✓ Leaking liquid or powder
- ✓ Protruding wires
- ✓ Misspelling of common words
- ✓ Strange odors
- ✓ Unexplainably bulky or rigid
- ✓ Wrong title with name of addressee
- ✓ Excessive taping or string
- ✓ Oily stains or discolorations
- ✓ Mailed from a foreign country
- ✓ Excessive postage

ACTIONS:

- ✓ Do not open or smell a suspicious letter or package.
- ✓ Evacuate area around the letter or package.
- ✓ Call 911 to advise of situation.
- ✓ Do not allow anyone other than police to examine the item.

BOMB THREAT CALLER CHECKLIST

Exact time of call: _____

Exact words of caller: _____

Incoming number on caller ID: _____

Telephone number receiving call: _____

Person receiving call: _____

QUESTIONS TO ASK

(KEEP CALLER ON LINE AS LONG AS POSSIBLE)

When is bomb going to explode? _____

Where is it? _____

Why are you doing this? _____

What kind of bomb is it? _____

What does it look like? _____

What will make it explode? _____

Are you a Sacred Heart student/former student? _____

Do you need someone to talk to? _____

CALLER'S VOICE (Circle all that apply)

Calm Disguised Accent Angry Slurred Slow

Loud Sincere Rapid Stutter Crying Stressed

Is voice familiar? _____

Background noises? _____

LOCKDOWN

The purpose of a lockdown is to shield students, staff and visitors from exposure to harmful situations and allow administrators and emergency responders time to resolve such conditions. At Sacred Heart of Jesus, we use two levels of lockdowns:

LOCKDOWN: All occupants should secure themselves in a locked room. Nobody should remain in the hallways or bathrooms. The educational process may continue behind locked doors during a Lockdown.

Lockdown examples:

Medical Emergency
Police Canine Search of Building
Animal Loose in Building
Angry Parent in the Office

LOCKDOWN – LIGHTS OUT: All occupants should secure themselves in a locked room, turn off the lights, position themselves so they are not visible from the internal hallways, and refrain from conversation or any other noise. The educational process will not continue during a Lockdown - Lights Out.

Lockdown – Lights Out examples:

Armed Intruder
Gunshots in Building
Bomb Threat
Fugitives in Area

EXCEPTION: Students and staff who are outdoors when a lockdown occurs will receive direction from the principal or his/her designee. Groups who are outdoors may be directed to return to the building, remain on the playground, field, etc., or leave the premises depending on the nature of the lockdown. It is important that at least one staff member who is monitoring outdoor activities have a portable radio.

Note: Lockdowns will only be discontinued upon the direction of the principal or his/her designee.

LOCKDOWN CONSIDERATIONS

- ✓ Prior to locking their classroom doors, teachers should quickly check the hallway for any students who may need to take refuge.
- ✓ Ignore fire alarms during a lockdown unless the presence of fire or smoke requires evacuation from a secure location.
- ✓ Plan for lockdowns when students are not in their classrooms.
- ✓ Be prepared to quickly cover any hallway window that permits an intruder to view students attempting to hide in a classroom.
- ✓ Ensure all cell phones are placed in a silent mode.
- ✓ Consider using a group texting application in order to communicate with teachers during a lockdown.

SHELTER-IN-PLACE

Shelter-in-place is a short-term protective response to a short-term problem. Shelter-in-place utilizes the building as a temporary shield from a suspected hazardous substance in the immediate outdoor environment. **The designated room for shelter-in-place in our school is the school Multi-Purpose Center.**

The principal and maintenance personnel are responsible for ensuring that the MPC is properly signed as the shelter-in-place location and that key staff members are instructed in the proper method of quickly shutting down the heating, ventilating, and cooling systems. A supply of duct tape to cover door openings will be kept in the gym office. This will assist in filtering the entry of air into the shelter areas.

There is no necessity for stockpiling of water and food for shelter in place since it is a short-term measure. A situation involving a long-term confinement of students would be managed by federal and state emergency management officials.

SCHOOL NOTIFIED OF HAZARDOUS SUBSTANCE IN AREA:

- ✓ Make a quick decision to shelter all students, staff, and visitors in MPC.
- ✓ Close any open windows.
- ✓ Shut off the air circulation system.
- ✓ When everyone is in gymnasium, duct tape seams around doors, beginning with external doors first.
- ✓ Call 911 to advise fire/police of school status.
- ✓ Communicate to parents via voice mail, media, and phone.
- ✓ Monitor television and AM/FM radio in shelter for news updates.
- ✓ Maintain organization of students by class and teacher.
- ✓ Discontinue shelter-in-place only upon direction of appropriate emergency responders.

EVACUATION

A determination to evacuate a school building can be made for a variety of reasons, e.g., bomb threat, fire, gas leak, etc. Some of these situations may require initiation of evacuation procedures without hesitation, such as an active fire in the building. Others may demand careful deliberation prior to an evacuation order.

Prior to making the decision to evacuate, consideration should be given to risks created by having students exit the building. In some cases, evacuation could lead to a higher risk environment than remaining in place.

The building administrator or designee is responsible for making this initial decision and placing the evacuation into action.

EVACUATION ACTIONS:

- ✓ Confirm evacuation routes are clear and safe.
- ✓ Confirm assembly area on campus is clear and safe. Stay away from streets, parking lots, and emergency equipment.
- ✓ Notify police/fire via 911.
- ✓ Clear restrooms.
- ✓ Teachers account for students via rosters. Pass missing student names immediately to administrators.
- ✓ The principal accounts for all teachers, staff, and visitors. Pass missing names to emergency responders.
- ✓ Media representatives must be contained in an area away from students. Do not allow media representatives to interview staff/students on campus.
- ✓ Nurse should bring medications and first aid supplies.

RELOCATION OF STUDENTS

Relocation of the student body will be undertaken if it is determined that the students and staff will not be able to re-enter a building within a reasonable amount of time or circumstances dictate that it is unsafe to remain on campus. Identification of the relocation site will be determined in consideration of the facts and circumstances of each specific incident. Students will then be relocated to a safe place for reunification with their parents/guardians.

The following relocation sites should be considered:

- ✓ Church
- ✓ Clear Creek Elementary School

Ensuring each and every student is accounted for is of paramount importance in any relocation operation, as is their safe transfer to the reunification location.

CONSIDERATION FOR SPECIAL NEEDS STUDENTS:

- ✓ Identify all special needs persons routinely present in the building. Determine which of these persons will require a personal escort or special ambulatory assistance to evacuate.
- ✓ Ensure that a protocol is in place to communicate emergency notifications to these persons.
- ✓ Prepare the special needs students by discussing the confusion, alarm noises, announcements, and presence of police/fire responders present during an emergency.
- ✓ Identify primary care givers and alternates who will be responsible for the organization, protection, and movement of the special needs students during emergency operations and drills.

REUNIFICATION OF STUDENTS WITH PARENTS

- ✓ Staff and police should secure the site against unauthorized access.
- ✓ Upon their arrival, students should be organized in a logical sequence, i.e., by grade, teacher, or alphabetically.
- ✓ Establish an “Assembly Area” where students will be safe until they are released to a parent/guardian. (Staff with school employees.)
- ✓ Establish a “Check-In Area” at main entrance to the site, where parents/guardians will request release of their student(s). (Staff with school employees and police officers.)
- ✓ Establish a “Release Area” where students will be reunited with parents/guardians. (Staff with school employees familiar with students.) No student will be released to a person unfamiliar to the student.
- ✓ Parents/guardians will complete a student release form prior to moving to the Release Area. Appropriate photo identification must be presented at the Check-In Area and employees should verify the person presenting the identification matches the photo.
- ✓ Instruct parents/guardian to leave the site upon reunification in order to make room for others.
- ✓ The status of all students must be confirmed before the relocation site activity is terminated.

CRISIS RECOVERY

The duration and complexity of the recovery phase of a crisis situation at Sacred Heart of Jesus Catholic School is entirely dependent upon the severity and scope of the occurrence. The principal or her designee will coordinate the crisis recovery plan.

RECOVERY ACTIONS

- ✓ Quickly and effectively address the emotional, mental, and physical issues of students and staff caused by the crisis or emergency.
- ✓ Clean, repair, and/or replace the physical structure to restore it to service.
- ✓ Re-establish a safe academic environment for those affected by the crisis or emergency.
- ✓ Return teachers and students to the classroom as soon as possible.
- ✓ Conduct a de-briefing of all involved entities in order to improve future prevention, mitigation, response, and recovery.

The specific efforts required during the recovery phase of any school emergency or crisis cannot be delineated in advance. The nature and severity of each emergency or crisis will dictate the type and amount of resources necessary to return to normal operations.

GAS LINE BREAK

While natural gas is naturally colorless and odorless, the gas company has added a chemical agent called mercaptan which has an unnatural scent, to warn you if a natural gas leak is present. If you smell a “rotten egg” or pungent odor in or around the school, the odor may be the result of a natural gas leak.

LEAK DETECTED INSIDE OR OUTSIDE NEAR BUILDING:

- ✓ Do not activate fire alarm or other electrical devices.
- ✓ Do not use a land-line telephone.
- ✓ Evacuate building by personally notifying staff and students.
- ✓ Assemble students at least 300 feet away on the upwind side of the building.
- ✓ Consider relocation if appropriate to the situation.

NOTIFICATIONS

- | | |
|----------------------|----------------|
| ✓ Fire Department | 911 |
| ✓ Kansas Gas Service | 1-888-482-4950 |

ELECTRIC POWER FAILURE

- ✓ Consider moving students from interior, darkened classrooms to areas with windows.
- ✓ Have an alternate system in place to communicate with staff as PA system will be inoperable.
- ✓ Utilize emergency landline telephones to make notifications.

Westar Energy

1-800-544-4857

WATER LINE BREAK

- ✓ If water line break is internal, custodian can turn off main water valve.

NOTIFICATIONS:

WaterOne

913-895-1800 (24 Hours)

MEDICAL EMERGENCIES

Response to students or staff who experience illness or injury must be quick and decisive. The school nurse is the primary first responder to all medical emergencies at Sacred Heart of Jesus Catholic School; however employees are empowered to call 911 if they believe the situation warrants it.

If circumstances permit, the school nurse will conduct an initial assessment of the victim. The nurse will determine if an emergency response by EMTs is needed. In the nurse's absence, a building administrator may make this decision.

EMERGENCY RESPONSE NEEDED?

- ✓ Call 911
- ✓ Be ready with following information for 911 operator:
 - Address of school
 - Nature of injury/illness
 - Age and sex of patient
 - Where emergency crew should enter building and who will meet them
- ✓ Do not leave the patient alone while awaiting the arrival of emergency medical services.
- ✓ The patient should be afforded as much privacy as possible.
- ✓ The emergency responders should be met outside the building and escorted to the patient's location.
- ✓ Notify parents/guardians of the situation as soon as possible.

Injuries to students or staff should be documented on a Archdiocese of Kansas City in Kansas Incident Report form within 24 hours of the injury.

BLOODBORNE PATHOGENS EXPOSURE

Bloodborne pathogens are pathogenic microorganisms that are present in human body fluids. The three pathogens of primary concern are Human Immune Deficiency Virus (HIV), Hepatitis B Virus (HBV) and Hepatitis C Virus (HCV).

Potentially infectious body materials include blood, saliva, and semen. Bloodborne pathogens can enter the body through open cuts and skin abrasions or by mucous membranes of the mouth, eyes, and nose. They may also enter by touching the mouth, eyes, nose, or open skin areas with contaminated hands.

REDUCING THE RISK OF EXPOSURE

- ✓ Use personal protective equipment.
- ✓ Wash hands immediately after contamination.
- ✓ Minimize splashing of contaminants.
- ✓ Properly dispose of contaminated equipment and supplies in red biohazard bags located in the schools' nurses office, and custodial areas. Sharps containers are located in the nurses office.

RESPONSE TO BLOODBORNE PATHOGEN EXPOSURE

- ✓ Immediately perform first aid.
- ✓ Flush eyes with water or saline if appropriate.
- ✓ Skin intact - wash with soap and water.
- ✓ Skin non-intact - wash with soap and water. Apply antiseptic and bandage if appropriate.
- ✓ Custodial staff is trained in appropriate clean-up procedures.

Immediately report the incident to the school nurse and the principal.

It is extremely important that these steps be taken promptly. The post exposure medical evaluation should be done as soon as possible or at least within 24 hours to maximize its benefit.

AUTOMATED EXTERNAL DEFIBRILLATORS (AED)

An automated external defibrillator (AED) is a portable electronic device that automatically diagnoses the potentially life threatening cardiac arrhythmias of ventricular fibrillation and ventricular tachycardia in a patient, and is able to treat them through defibrillation, the application of electrical therapy which stops the arrhythmia, allowing the heart to reestablish an effective rhythm.

AED's are located near the doors of the MPC and in the church narthex.

AED ACTIONS:

- ✓ A list of AED/CPR certified employees should be maintained in each school building's crisis plan.
- ✓ The school nurse will conduct routine checks of all AED equipment to ensure proper operation and battery strength.

PLAYGROUND SAFETY

The following guidelines are based upon national best practices that have proven to reduce the number and severity of student playground injuries.

- ✓ Staff should check the playground each time they go to recess for any hazardous items or unsafe conditions. Contact Clinton Long or the school office if a safety issue exists.
- ✓ Teachers and staff are encouraged to remain vigilant of adjacent streets, cars, open land, and homes. Any suspicious activity should be reported immediately to the main office and monitors should always be empowered to direct students to discontinue recess at any time. **Teachers and staff should maintain separate positions on the periphery of the playground in order to discourage bullying, unsafe acts, and other misbehaviors.**
- ✓ Students should be prohibited from walking or standing on the brick wall in the courtyard between the church and MPC.
- ✓ Teachers/staff should report any broken, inoperative, or missing playground equipment.
- ✓ Teachers/staff should always have a portable radio and cell phone on the playground and periodically conduct radio tests with the main office to ensure operability. Teachers should contact the nurse via cell phone in the event of an injury.
- ✓ Injured children should not be sent to the nurse's office from the playground without contact the nurse via cell phone.