

Round Rock Christian Academy School Safety And Crisis Response Plan



Round Rock Christian Academy
800 Westwood
Round Rock, Texas 78681
(512) 255-4491



To: Round Rock Christian Academy Employees

The Board of Directors and the Administration of Round Rock Christian Academy are dedicated to ensuring a safe environment is provided for our students and employees. Further, all employees are provided with a safe workplace and appropriate safety training. We are hereby officially implementing the safety programs outlined in this safety manual.

All employees are expected to comply with the minimum safety requirements outlined in this safety manual. Administrators may develop and implement additional detailed programs for the campus as needed upon approval by the Board of Directors. All employees are required to annually review the programs outlined in this policy manual. All employees shall review the manual as part of their orientation. Once this review is completed, employees will fill out and sign a copy of the Employee Review and Compliance Certification Form.

Safety is an important and integral element in each of our duties and is considered the single most important aspect of anything we do. It is the goal of Round Rock Christian Academy to provide a safe and healthy environment for all students, employees, parents and visitors. Thank you for your cooperation and support in these efforts.

Sincerely,

A handwritten signature in purple ink that reads "Rebecca Blausen".

Rebecca Blausen
Head of School

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Introduction

The School Safety Plan is the foundation the school uses to maintain a safe and secure educational environment. There are three components to a comprehensive school safety plan. Those components are:

1. Policies and procedures that afford a safe school environment.
2. The Crisis Response Plan.
3. Programs that promote a safe school environment.

The Board of Directors of Round Rock Christian Academy is committed to the belief that students should be afforded a safe and orderly learning environment. This learning environment includes traveling to and from school; within all school facilities, classroom, assemblies, cafeteria, and gymnasium; on the school grounds; and, while participating in or attending activities sponsored by the school, e.g., academic competition, athletic events, extra-curricular activities, and field trips.

Every effort shall be made to provide all reasonable precautions to protect the safety of all students, employees, visitors, and those present on district property or at school-sponsored events.

The Head of School is directed to appoint a School Safety Committee. This *ad hoc* committee shall have the responsibility of developing and reviewing the **School Occupational Safety and Crisis Response Plan**, which shall include but not be limited to the following:

1. Assessment of building and grounds security.
2. Current and proposed safety procedures.
3. List of agencies and contact persons who can provide assistance when a crisis situation occurs.
4. Working with the media.
5. Staff training.

The practice of safety shall be considered an aspect of the instructional program of the school, and instruction shall be provided, as appropriate to subject areas and grade-levels, in accident and fire prevention, emergency procedures, and vehicular and pedestrian safety.

Responsibility for safety is a primary role of all personnel. The Head of School is authorized and empowered to oversee and coordinate a school system safety program that meets the intent and requirements of this policy and appropriate federal, state, and local safety or safety-related standards and/or regulations.

All employees are responsible for ensuring that they are aware and that hazard-specific safety measures and programs consistent with the requirements of this policy and appropriate standards and regulations are implemented and enforced within their areas of operations.

SECTION I

Round Rock Christian Academy OCCUPATIONAL SAFETY PLAN

Round Rock Christian Academy

800 Westwood Drive
Round Rock, Texas 78681

School Safety Committee

Rebecca Blauser	Head of School
Julie Grosser	Director of Operations
Dan Headley	Athletic Director
Keilah Thompson	School Nurse
Casey Bernhardt	Facilities Manager
Chris Wall	Safety Manager

Responsibilities of School Personnel for the School Safety Plan

Head of School

The Head of School or designee will:

- 1) Appoint a School Safety Committee.
- 2) Demonstrate a commitment to safety by endorsing the crisis response.
- 3) Provide resources for purchasing personal protective equipment and training employees to use safe behaviors.
- 4) Review accident reports.
- 5) Review inspection reports.
- 6) Act as the facilitator for the School Safety Committee.
- 7) Present recommendations from the safety committee to the Board for approval.
- 8) Schedule necessary training.
- 9) Ensure that all full-time and part-time employees receive a safety orientation prior to assuming the duties of the job.
- 10) Ensure that accident reports, workers compensation reports, and accident investigation reports are completed.
- 11) Ensure full participation of the school in drills and training.
- 12) Maintain effective liaison with local emergency services and law enforcement.
- 13) May delegate the responsibility and authority for the program to another person.

School Safety Committee

The general functions of the committee are to:

- 1) Review corrective action plans and make recommendations as appropriate.
- 2) Review of School Safety Plan.
- 3) Review unsafe conditions and practices and make recommendations for corrective action to Administration.
- 4) Assist in inspecting school equipment, school grounds and school buildings to determine safety needs.
- 5) Review incidents and ensure that the first report of injury and the accident investigation report have been properly completed and filed with the necessary department.
- 6) Contact and provide encouragement to injured employees.
- 7) Listen to employees and follow up on suggestions.

Employees

Each employee is expected, as a condition of employment, to work in a safe manner. He/she is also expected to exercise maximum responsibility for the prevention of accidents and the safe use of equipment entrusted to his or her care.

Employee responsibilities include the following:

- 1) Attend training sessions and learn safe work procedures.
- 2) Maintain good housekeeping in their work area.
- 3) Wear proper dress and use appropriate Personal Protective Equipment when required.
- 4) Report unsafe conditions or unsafe acts to Administration or Facilities Manager.
- 5) Report all accidents and injuries to the nurse at once.
- 6) Know fire prevention and emergency procedures designed for your area.
- 7) Obey established rules of conduct and adhere to the safety plan.
- 8) Be concerned about the safety of others. Refrain from horseplay or pranks while on the job.
- 9) Identify and properly control hazardous materials within area of responsibility.

Safety Procedures

Inspection

- 1) The Head of School or an appointed person will conduct periodic inspections of school facilities to detect and correct unsafe conditions and practices before injuries occur.
- 2) After each inspection, identified hazards will be reviewed by the Safety Committee and corrective action, if necessary, will be taken to correct any hazards as identified.
- 3) The Safety Director will review the result of safety and housekeeping inspections with administration to determine corrective follow-up action.
- 4) Results of safety and housekeeping inspections, reports of unsafe acts and safety policies and procedures will be communicated to employees as needed.

Techniques

- 1) Regular safety and housekeeping inspections will serve to encourage employees to inspect their own work areas.
- 2) The Safety Director will determine the frequency for holding inspections but will schedule at least two annually.

Safety Inspections

Designated inspectors are authorized to enter, inspect, and investigate at any time, any work site or establishment to ensure that all safety rules and regulations are being followed. Inspections may vary in type and frequency.

An informal or formal reprimand may be issued to employees for unsafe acts or for allowing unsafe conditions to exist. Recipients of these reprimands may be subject to disciplinary action, which shall be determined and assessed by Administration.

Scheduled inspections are conducted no less than twice yearly by the Facilities Manager. Equipment such as fire extinguishers will be inspected at required intervals. Results should be submitted to the Safety Committee.

Record Keeping

The following records must be retained for a period of not less than one year:

- Injury and Accident Reports
- Accident Investigation Forms and Reports
- Inspection Reports and Follow Up Reports
- Disciplinary Actions regarding unsafe practices

Accident Investigation

The first step in preventing a recurrence of an accident is to investigate and analyze one that has happened and take positive action to remove its causes. The injured employee's immediate supervisor should investigate each accident. These findings should constitute a portion of the complete accident report. The investigator should:

- 1) Determine the act or condition that triggered the accident.
- 2) Cite any procedure or action that was not in accordance with standard safety policies.
- 3) Indicate any corrective or disciplinary action that would prevent another accident of this type.

Accident Reports – Employees and Students

Accident/Illness and RRCA Student and Employee Accident reports are required for any accident occurring on school property or at school activities.

All accidents and/or injuries shall be reported immediately to the appropriate principal or supervisor who will ensure that the employee completes and forwards an incident/accident report to the Round Rock Christian Academy Workers' Compensation Coordinator. The same report may be used to report incidents where hazards exist but where no injury or damage has occurred. Accident reports involving employees should be filed with the Workers' Compensation Coordinator (Human Resources) and accident reports involving students should be filed in the Nurse's Office. There are several forms, which may be used to report accidents, but the items listed below should be considered minimum information:

- Name, age, sex of the injured person.
- Action at time of accident-What he or she was doing.
- Nature and exact description of injury.
- Date and time of accident.
- Description of accident: Identify objects, operation, or substances most closely associated with the occurrence of the accident.
- Unsafe acts or conditions that contributed to the accident.
- Corrective action proposed to prevent the re-occurrence of a similar accident.
- Remarks, comments, or sketches.
- Date report was completed.
- Signature of supervisor.

Appendix I-A

Accident Investigation Report



RRCA Accident Investigation Report

NOTE TO SUPERVISOR	
REMEMBER, AN ACCIDENT INVESTIGATION IS NOT DESIGNATED TO FIND FAULT OR BLAME. IT IS AN ANALYSIS TO DETERMINE CAUSES THAT CAN BE CONTROLLED OR ELIMINATED. WHEN COMPLETING THE INVESTIGATION, TRY TO ANSWER THESE QUESTIONS How did the accident occur? Where did it happen? What materials, machines, equipment, or conditions were involved? Who was injured? When did it happen? MAKE RECOMMENDATIONS NO INVESTIGATION IS COMPLETE UNLESS CORRECTIVE ACTION IS SUGGESTED. FOLLOW-UP Determine what action is being taken on your recommendations.	DATE _____ TIME _____
	EMPLOYEE INVOLVED _____ AGE _____
	POSITION _____ DATE EMPLOYED _____
	SUPERVISOR _____ DEPARTMENT _____
	DESCRIPTION OF ACCIDENT _____ _____ _____
	CAUSE OF ACCIDENT _____ _____ _____
	DID THE ACCIDENT RESULT IN INJURY? _____
	NATURE AND EXTENT OF INJURY _____ _____ _____
	DATE INJURY REPORTED _____ LOSS OF WORK DAYS _____ Yes or No
	IF SO, WHEN, AND BY WHOM? _____
RECOMMENDATIONS TO PREVENT A RECURRENCE _____ _____ _____	
WHAT ACTION HAS BEEN TAKEN? _____ _____ _____	
SIGNED _____ DEPT. _____	
SAFETY COMMITTEE COMMENTS	
RECOMMENDATIONS _____ _____ _____	
SIGNED _____ DATE _____	
ADMINISTRATION	
SIGNED _____ DATE _____	

Appendix I-A
SUPERVISOR'S ACCIDENT INVESTIGATION REPORT
(continued)

Causes	Definition of Cause	Suggested Corrective Measure
Unsafe Procedures	Hazardous process; management failed to make adequate plans for safety.	• Job analysis • Formulation of safe procedure
Equipment Defective Through Use	Machines or equipment that have become rough, slippery, sharp-edged, worn, cracked, broken, or otherwise defective through use or abuse.	• Inspection • Proper maintenance.
Equipment Defective Through Design	Failure to provide for safety in the design, construction, and installation of building, machinery, and equipment, too large, too small, not strong enough.	• Source of supply must be reliable. • Checking plans, blueprints, purchase orders, contracts, and materials for safety. • Correction of defects.
Unsafe Dress or Apparel	Management's failure to provide or specify the use of goggles, respirators, safety shoes, hard hats, and other articles of safe dress or apparel.	• Provide safe dress or apparel or personal protective equipment if management could reasonably be expected to provide it. • Specify the use or non-use of certain dress or apparel or protective equipment on certain jobs.
Unsafe Housekeeping Facilities	No suitable layout or equipment that are necessary for good housekeeping-shelves, boxes, bins, aisle markers, etc.	• A. Provide suitable layout and equipment necessary for good housekeeping.
Improper Ventilation	Poorly ventilated or not ventilated at all.	• A. Improve the ventilation.
Improper Illumination	Poorly illuminated or no illumination at all.	• A. Improve the illumination.
Lack of Knowledge or Skill	Unaware of safe practice, unpracticed, unskilled, not properly instructed or trained.	• A. Job training.
Improper Attitude	Worker was properly trained and instructed, but s/he failed to follow instruction because s/he was willful, reckless, absentminded, excitable, or angry.	• Supervision. • Discipline. • Personnel work.
Health Impairments (Physical)	Worker has poor eyesight, defective hearing, heart trouble, hernia, etc.	• Appropriate job assignment of employees. • Identification of workers with temporary health impairments. • Physical Assessment of Employee

APPENDIX I-B

Employee Accident Report



Employee Accident Report

Name of Employee		Date of Accident	Time of Day
Location on Campus of Accident		Department	
Description of Accident/Employee Activity at Time of Accident:			
Witness(es) (print)			
Nature of Injury and Action Taken:			
Type of First Aid Rendered:			
Name of Person Administering First Aid:			
Suggestions for Preventing a Similar Accident:			
Name of Relative Contacted:			
Additional Information:			
Signatures required	Signature	Date	
Employee Signature:			
Signature of Administrator:			

APPENDIX I-C

Student Accident Report



Student Accident Report

Name of Student	Sex	Grade	School
Date of Accident	Time of Day	Location on Campus of Accident	
Description of Accident/Student Activity at Time of Accident:			
Supervising Adult(s):		Witness (es):	
Nature of Injury and Action Taken:			
Type of First Aid Rendered:		Name of Person Administering First Aid:	
Suggestions for Preventing a Similar Accident:			
Name of Parent/Relative Contacted	Phone of Parent/Relative	Sent Home: _____	
		Not sent home: _____	
Signatures required	Signature		Date
Signature of Supervising Adult:			
Signature of Administrator:			

Appendix I-D

Accident/Illness Report



ACCIDENT/ILLNESS REPORT

This form should be completed on any occurrence which results in injury or illness.

PERSONAL DATA

Name of Person Injured _____ Date of Birth _____ / _____ / _____ ☐ Male ☐ Female
MO. DAY YR.
Name of School Attends/Employed _____ Grade Level/Dept. _____
Parent/Guardian Name(s) _____
Home Address _____ STREET _____ CITY _____ STATE _____ ZIP _____
Home Phone _____ Business Phone _____ Parents Contacted ☐ Yes ☐ No

ACCIDENT DESCRIPTION

Date of Accident _____ / _____ / _____ Time of Accident _____ ☐ AM ☐ PM Date Reported _____ / _____ / _____
MO. DAY YR. MO. DAY YR.
Location of Accident ☐ Classroom ☐ Gymnasium ☐ Cafeteria ☐ Hallway ☐ School Grounds ☐ Other _____
Give a Detailed Description of Accident _____

PARTS OF BODY INJURED

HEAD/NECK

- ☐ Skull
☐ Face
☐ Neck
☐ Ear(s) R L
☐ Eye(s) R L
☐ Nose
☐ Teeth
☐ Mouth

UPPER EXTREMITIES

- ☐ Shoulder(s) R L
☐ Upper arm(s) R L
☐ Elbow(s) R L
☐ Forearm(s) R L
☐ Wrist(s) R L
☐ Hand(s) R L
☐ Finger(s) R L

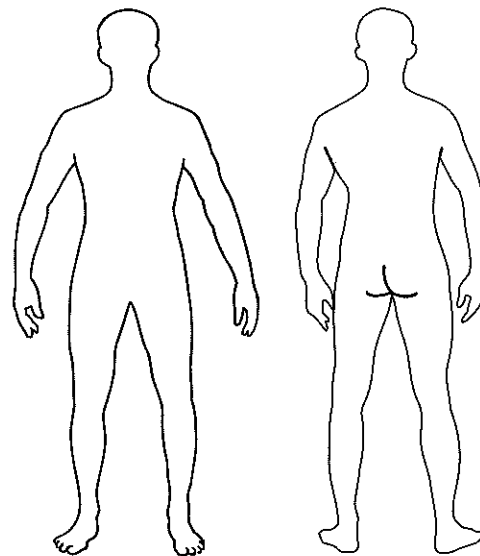
LOWER EXTREMITIES

- ☐ Hip(s) R L
☐ Thigh(s) R L
☐ Knee(s) R L
☐ Lower leg(s) R L
☐ Ankle(s) R L
☐ Foot R L
☐ Toe(s) R L

TRUNK

- ☐ Upper back
☐ Lower back
☐ Collarbone
☐ Chest
☐ Lung(s)
☐ Ribs
☐ Pelvis
☐ Internal

SIGNATURE OF SUPERVISOR/TEACHER _____



MARK INJURED AREAS OF BODY

SPECIFIC TYPE OF INJURY

- | | | | |
|--|--|--|---|
| ☐ Amputation | ☐ Concussion | ☐ Inflammation | ☐ Puncture |
| ☐ Asphyxiation | ☐ Cut/Laceration/Abrasion | ☐ Ligaments/Cartilage | ☐ Shock (electrical) |
| ☐ Bite | ☐ Dislocation | ☐ Overheated | ☐ Sprain/Strain |
| ☐ Bruise/Contusion | ☐ Fracture | ☐ Paralysis | ☐ Sting |
| ☐ Burn/Scald | ☐ Frostbite | ☐ Poisoning (solid, liquid, gas, vapor) | ☐ Teeth injury |
| ☐ Chest Pains | ☐ Hearing Loss | | ☐ Vision loss |
| ☐ Other (specify) _____ | | | |

MEDICAL ATTENTION

- ☐ First aid administered. Describe first aid given _____

SIGNATURE OF PERSON ADMINISTERING FIRST AID _____
☐ Taken to school nurse ☐ Taken to doctor/clinic ☐ Taken home, by whom _____ ☐ Returned to normal activity
☐ Ambulance called ☐ Taken to hospital, by whom _____ ☐ ADMITTED ☐ RELEASED

NAME OF HOSPITAL/DOCTOR _____

ADDRESS OF HOSPITAL/DOCTOR _____

Witness(es) to Accident _____

NAME

ADDRESS

PHONE

NAME

ADDRESS

PHONE

Final Results _____

Signature _____

NAME OF PERSON FILING REPORT

DATE

Employee Orientation

Round Rock Christian Academy will seek to avoid or lower the rate of injury to its employees by providing each new employee with instruction regarding safety methods and procedures. These instructions will include an overall orientation program to familiarize the employee with the school safety policy.

Training

Appropriate safety training shall be conducted and documented in the employee's file. General required training will be provided to all employees upon initial hire and when required thereafter to include at the minimum the following:

- 1) Safety Policies
- 2) Hazard Communication and Hazardous Materials Management
- 3) Blood-borne Pathogens Exposure Control Plan (annually)
- 4) Emergency Crisis Response Plan (annually)
- 5) Fire Safety Plan (annually)
- 6) General Workplace Hazards
- 7) Emergency Medical Response

CPR/AED/First Aid

The School will:

- 1) Maintain a list of trained CPR/AED/First aid providers for the campus.
- 2) Provide a small first aid kit for each classroom.
- 3) Provide AED locations.
- 4) Maintain an adequate employee record that identifies emergency contacts.
- 5) Maintain an adequate student record that identifies emergency contacts.

Blood-Borne Pathogens Exposure Control

Round Rock Christian Academy, as a minimum safety standard adheres to the Blood-Borne Pathogen standards. The following exposure control plan has been developed:

Exposure Determination

Exposure determination is made without regard to the use of personal protective equipment (i.e. employees are considered to be exposed even if they wear personal protective equipment). At Round Rock Christian Academy's facilities, the following job classifications are in this category:

Job Classification Task/Procedures

- | | |
|-----------------------------|--|
| 1) School Nurse | Student illness & accidents, Needles, spills, injury cleanup |
| 2) First Aid Responders | Medical cuts/abrasions, etc. involving first aid. |
| 3) Coaches/Athletic Trainer | Sports injuries |

- | | |
|--------------------------|---------------------------------|
| 4) Teachers & Staff | First aid |
| 5) Bus Drivers | First aid |
| 6) Maintenance Personnel | Needles, spills, injury cleanup |

Compliance Methods

- Universal precautions will be observed campus wide in order to prevent contact with blood or other potentially infectious material. All blood or other potentially infectious material will be considered infectious regardless of the perceived status of the source individual.
- Portable sharps containers that are puncture resistant, bio-hazard labeled, and leak proof are located in the Nurse's office.
- Universal Precaution/Blood Spill Cleanup Kits are located in the Nurse's Office and Chemistry Lab.
- Policy enforcement
- Hand washing facilities are also available to the employees who incur exposure to blood or other potentially infectious materials. Hand washing facilities are located in each staff and student restroom.
- After removal of personal protective gloves, employees shall wash their hands and any other potentially contaminated skin area immediately, or as soon as feasible, with soap and water. If employees incur exposure to their skin or mucous membranes, those areas shall be washed or flushed with water as appropriate, as soon as feasible, following contact.

Needles

- Any needles, syringes, etc. will be handled as if known to be contaminated. When needles/syringes/sharps are found, they will be disposed of in approved Sharps containers. The employee finding the needle/syringe will notify the school nurse and an immediate supervisor who will see that the Sharps container is retrieved from its location, brought to the needle/syringe/sharp, the needle/syringe/sharp placed in the Sharps container, and the container returned to its normal location. Under no circumstances should an employee attempt to carry the needle/syringe/sharp to the Sharps container or otherwise dispose of it. Needle/syringe/sharps shall not be bent, recapped, sheared or broken.
- *Containers should be transported to the needle or other devices for disposal, never transport the needle to the container.* Containers will be checked regularly by the School Nurse and removed and disposed of when full. Sharps containers are located in the Universal Precautions Kits which are located in the Nurse's Office and Chemistry Lab.

Personal Protective Equipment (PPE)

1. All personal protective equipment used at the school will be provided without cost to employees.
2. The use of PPE is not an option. Employees are required to wear PPE when conditions warrant.
3. All garments (including personal attire) which are penetrated by blood while on duty at Round Rock Christian Academy shall be removed immediately or as soon as feasible.
4. All personal protective equipment will be removed prior to leaving the infected areas so as not cross contaminate another area.
5. Gloves shall be worn where it is reasonably anticipated that employees will have hand contact with blood, other potentially infectious materials, not-intact skin, and mucous membranes. Gloves are available from the nurse's office and in the first aid kits in each classroom.
6. Disposable gloves used are not to be washed or decontaminated for re-use and are to be replaced as soon as practical when they become contaminated or as soon as feasible if they are torn, punctured, or when their ability to function as a barrier is compromised.
7. Masks in combination with eye protection devices, such as goggles or glasses, are to be worn whenever splashes, spray, splatter, or droplets of blood or other potentially infectious materials may be generated and eye, nose, or mouth contamination can reasonably be anticipated. Situations that would require such protection are as follows:
 - a. Cleaning large blood/body fluid spills.
 - b. First aid for injuries that generates a large quantity of blood or bodily fluids.
8. The standard also requires appropriate protective clothing to be used, such as disposable gowns or similar outer garments. The following situations require such protective clothing be utilized:
 - a. Cleaning large blood/body fluids spills.
 - b. Decontamination of areas soiled by blood/body fluids will be accomplished by utilizing a standard commercial disinfectant or a 50/50 household bleach/water solution.
9. All contaminated work surfaces will be decontaminated immediately, or as soon as feasible, after any spill of blood or other potentially infectious materials.
10. Any broken glassware that may be contaminated should not be picked up directly with the hands. Utilize a broom and dustpan to collect all glassware sharps while wearing durable protective outer gloves and latex glove liners.

Hepatitis B Vaccine

All employees who have been identified as having exposure to blood or other potentially infectious materials maybe encouraged to take the Hepatitis B vaccine by their doctor.

Post-Exposure Evaluation

When the employee incurs an exposure incident, it should be reported to their Immediate Supervisor and the School Nurse.

This follow-up will include the following:

- 1) Documentation of the route of exposure and the circumstances related to the incident.
- 2) If possible, the identification of the source individual and the status of the source individual.
- 3) The employee may be encouraged to have their blood collected for testing of HIV/HBV serological status.
- 4) The employee may be offered post-exposure prophylaxis as directed by their family doctor.

Interaction with Health Care Professionals

- 1) A written opinion shall be obtained from the health care professional who evaluates employees of Round Rock Christian Academy. Written opinions will be obtained when the employee has been sent to a health care professional for evaluation due to exposure.
- 2) Health care professionals shall be instructed to limit their opinions to:
 - a. That the employee has been informed of the results of the evaluation, and
 - b. That the employee has been told about any medical conditions resulting from exposure to blood or other potentially infectious materials. (Note that the written opinion to the employer is not to reference any personal medical information.)

Record-keeping

The School Nurse will maintain all employee and student health records.

Hazard Communication & Hazardous Materials Control

This Hazard Communication Program has been developed to comply with minimum safety standards and to ensure that the employees of the Round Rock Christian Academy are informed concerning chemical hazards in the workplace.

Approach

The methods used to effectively inform employees include:

- 1) Employee orientation, education, and training.
- 2) Container labeling and other forms of warning.
- 3) Material Safety Data Sheets (MSDS) are stored in Chemistry lab and nurse's office.

Determining Chemical Hazards

- 1) Chemical hazards known to be present in the workplace are identified, and an alpha indexed inventory listing is maintained.
- 2) Material Safety Data Sheets (MSDS) for each hazardous chemical or product are readily available and accessible in the nurse's office or chemistry lab.

- 3) Materials are periodically inventoried and appropriate MSDS are present.
The program is periodically reviewed and maintained.

MSDS must be in English and contain:

- 1) The identity of the chemical.
- 2) The physical and chemical characteristics.
- 3) Physical and health hazards.
- 4) Primary routes of entry.
- 5) Exposure limits.
- 6) Precautions for safe handling.
- 7) Controls to limit exposure.
- 8) Emergency and first aid procedures.
- 9) Name of manufacturer or distributor.
- 10) MSDS Availability – Copies of MSDS for hazardous materials/products known to be present in the workplace are readily accessible to all employees. Employees may review the MSDS for the materials located in the school by reviewing the MSDS located in the teacher workroom, secondary office and the nurse's office.

Containers of products which contain hazardous ingredients shall be labeled, tagged, or marked with:

- 1) The identity of the product and the hazardous chemical.
- 2) Warnings/signals appropriate to the hazard.
- 3) A container into which a hazardous material/chemical is transferred that is not intended/labeled for that hazardous material/chemical shall be manually labeled by permanent marker or by affixing appropriate hazard labels to the container. Missing labels must be immediately reported to the appropriate supervisor so proper labels can be applied immediately.

Workers need to know where hazardous chemicals are found in their workplace and where written materials will be kept.

Non-Routine Tasks

- 1) An employee performing a non-routine task such as cleaning up a spill of a hazardous material/product is responsible for knowing the potential hazards associated with the task.
- 2) Employees are required to wear/use appropriate personal protective equipment while performing work that presents a risk of injury from exposure or contact.

Appendix I-E

Material Safety Data Sheet Inventory Form

APPENDIX I-E
Hazard Communication Program
Material Safety Data Sheet (MSDS) Inventory
Round Rock Christian Academy

This MSDS inventory reflects the chemicals/products utilized by employees of Round Rock Christian Academy that are known to be present in the workplace. This inventory is a component of the Round Rock Christian Academy Hazard Communication and Hazardous Materials Control Program. The MSD Sheets for the products reflected in this inventory are available for employee review at any time.

Acetone	Manganese Dioxide
Aluminum	Mercury
Aluminum Ammonium Sulfate	Methyl Alcohol Solution
Ammonium Chloride	Mineral Oil
Ammonium Nitrate	Naphthalene
Calcium Chloride	Phenyl-Propanol
Calcium Metal	Phenyl Salicylate
Carbon	Potassium Chlorate
Cobalt Chloride	Potassium Chloride Solution
Copper	Potassium Dichromate
Copper Chloride	Potassium Ferricyanide
Copper Sulfate Stock Solution/and other concentrations	Potassium Hydrogen Phthalate
Cyclohexene	Potassium Nitrate
Dextrose	Potassium Thiocyanate
Diphenylamine DNA testing solution	Silicon Lump
Ethyl Alcohol, denatured	Silicon Powder
Ethyl Alcohol Solution 10%	Silver Nitrate Solution-different concentrations
Hydrochloric Acid Solution-various concentrations	Soda Lime
Immersion Oil	Sodium
Iodine	Sodium Bicarbonate Solution
Iodine-Potassium Solution-various concentrations	Sodium Hydroxide Solution-various
concentrationsIron	Sodium Silicate Solution
Iron Chloride	Sodium Thiosulfate
Iron Oxide Black	Stearic Acid
Iron Oxide(III) Red	Strontium Chloride
Iron(II) Sulfate	Sulfur
Iron(III)Sulfate	Sulfuric Acid-different concentrations
Isopropyl Alcohol	Tannic Acid
Isopropyl Alcohol Solution, 5%-30%	tert-Butyl Alcohol
Lead	Tin
Lithium Chloride	Tin Chloride
Magnesium	Toluene
Magnesium Chloride	Zinc
Magnesium Powder	

Fire Response, Fire Safety, and Fire Prevention

These are primary responsibilities of all employees at all times.

Fire Response – IN THE EVENT OF FIRE – R.A.C.E.

- R - Rescue** – escorts all students away from danger into a safe area.
- A- Alert** – announce the fire to alert others, **PULL THE NEAREST FIRE ALARM PULL STATION**, and/or **DIAL 911 AND REPORT THE FIRE.**
- C- CONTAIN-** close doors, windows, cover the fire, etc., if safe to do so.
- E- Extinguish-** if safe to do so.

FIRE EXTINGUISHERS ARE LOCATED in all schools and facilities.
Know the location of fire extinguishers in your area. (See Appendix-I-F).

To operate a fire extinguisher, remember-**PASS**

- P – Pull the pin.** Pull firmly; the pin should be strapped on.
- A – Aim at the base of the fire.** Point the nozzle at the base of the fire.
Extinguishing medium placed on top of the fire can evaporate easier and may not help extinguish the fire.
- S – Squeeze the handle.** Use a firm and steady pull.
- S – Sweep the flame.** Use a side-to-side motion.

Fire Extinguisher Training. All employees will attend familiarization training upon hiring and at least annually thereafter.

Fire Safety and Fire Prevention. Specific measures and practices to help prevent fires include:

- 1) Properly store all combustible/flammable materials. Do not use flammable products, such as gasoline, indoors.
- 2) Smoking is not permitted on campus or in any Round Rock Christian Academy facility or vehicle.
- 3) Do not overload electrical circuits.
- 4) Ensure that electrical appliances and power cords are in good repair, and there is no evidence of damage.
- 5) Do not use open flame devices without approval.
- 6) Know the location and use of fire equipment near your work area(s).
- 7) Never obstruct fire/emergency exit corridors/routes with stored items, equipment, materials, or furniture.
- 8) Do not store any items, equipment, or materials in stairwells.
- 9) Regular inspection is conducted of all fire/smoke detection and alarm equipment and components, firefighting equipment and fire extinguishers to ensure proper operating condition and meet appropriate fire code requirements.
- 10) Do not allow grease/oils to accumulate on fire extinguishing equipment, exhaust grills,

or fire system-operating components.

- 11) Keep lint/dust collection systems cleaned and do not allow lint/dust to accumulate on equipment or in adjacent areas, such as laundry rooms, etc.
- 12) Keep paper storage to a minimum, and when stored for long periods in a closed box. An appropriate heat/smoke sensor for maximum safety should monitor storage areas that are used for paper storage.
- 13) Know the location of any medical oxygen tanks in use by students or staff.
- 14) Burning of candles is prohibited on Round Rock Christian Academy property.
(Exception: with approval for banquets)

Appendix I-F

Fire Extinguisher Inventory

Fire Extinguisher Inventory Form

Closest Room #	Location
Foyer	Main Foyer Front
SEC OFC	Bldg A Admin Entrance
120	Bldg A Hall Room 120
130	Bldg A Hall Room 130
131	Bldg A Room 131
139	Bldg A Hall Room 139
140	Bldg A Hall Room 140
200	Bldg B Hall Room 200
207	Bldg B Hall Rm 207
209	Bldg B Hall Room 209
211/213	Science Lab Closet
215	Bldg B Hall Room 215
218	Bldg B Hall Room 218
East Exit	Bldg B Exit to Portables
225	Bldg B Hall Room 225
Near Fridge	Allison House Kitchen
301	Portable Room 301
302	Portable Room 302
303	Portable Room 303
304	Portable Room 304
Front seat floor	15 Passenger Terra Transport
Front seat floor	15 Passenger Mercedes
Front seat floor	28 Passenger Bus
Admin Closet	Spare in Closet Main Office
West wall of Gym	Gym/Cafeteria
East wall of Gym	Gym/Cafeteria
West end of Cafeteria	Gym/Cafeteria
East End of Cafeteria	Gym/Cafeteria
Outside Locker rooms	Gym/Cafeteria

Severe Weather Plan

Severe Thunderstorms/Tornados can be common in Central Texas and will normally have accompanying high winds, rain, lightning, and occasionally hail. In most cases the National Weather Service will issue a Severe Storm Watch or a Tornado Watch or Warning. When such watches or warnings are issued, or if conditions indicate the presence of or potential for high winds and/or damaging conditions, the following actions should be taken – **As long as it is safe to do so!**

- 1) Secure items/furnishings that can become missile hazards in high winds.
- 2) Close all open doors and windows.
- 3) Advise all employees, students, and visitors to remain indoors until the storm passes.
- 4) Secure outdoor facilities if open.
- 5) Remain indoors until conditions are safe to exit.
- 6) Be attentive to deteriorating weather conditions, funnel clouds, etc. in the immediate vicinity.
- 7) Should a tornado warning be issued for the immediate vicinity of Round Rock Christian Academy, the school will notify all personnel in accordance with its emergency plan.
- 8) Employees should utilize normal reporting procedures should the facilities or any employees, students, or visitors, be damaged or injured by the storm.

General Safety Rules

The following are considered basic safety rules for all employees:

- 1) Follow instructions. If you do not understand, ask for an additional explanation.
- 2) Correct unsafe conditions and report them promptly.
- 3) Keep your work area clean.
- 4) Use the proper tools or equipment for your job.
- 5) Operate only the equipment you are authorized and qualified to use.
- 6) Immediately report all accidents to immediate supervisor.
- 7) If injured even slightly, get prompt first aid.
- 8) If personal protective equipment is required for your job, wear it.
- 9) Avoid horseplay, or other situations that could cause unnecessary injuries and distractions.
- 10) Obey all safety rules and practices.
- 11) Always walk when on school property.
- 12) Never run even during emergencies.
- 13) Always be safety conscious when on school grounds.

Report Any Unsafe Condition Immediately

- 1) Notify an administrator as soon as possible.

- 2) Remain on-site at the unsafe location if needed to prevent accidents or barricade the area if necessary to leave the unsafe location.
- 3) In an emergency, notify your immediate supervisor and/or the Head of School as soon as possible by phone.

Cafeteria Safety Rules

The following cafeteria rules should be adhered to at all times:

- 1) Keep floors clean and free of grease residue. Food or liquid spills should be cleaned up promptly in kitchen and dining areas.
- 2) Report any item of equipment that appears defective or unsafe, or any unsafe act observed.
- 3) Wet floors must be posted with “WET FLOOR” signs.
- 4) High traffic areas must be cleaned in such a fashion that provides a dry walk surface at all times.
- 5) Report any accident, no matter how slight.
- 6) Horseplay, running, and practical jokes are not permitted.
- 7) Fire extinguishers are not to be removed from their location or used for any purpose other than control of a threatening fire.
- 8) Wear proper non-slip shoes if you are assigned to supervise in the cafeteria.

General School Building Safety Rules

The following safety rules should be observed in the office and classroom:

- 1) Desk and cabinet drawers should be kept closed.
- 2) Tipping back on chairs can result in overbalancing.
- 3) Office workers or instructional personnel should not move heavy furniture or cabinets nor carry heavy items from place to place. Trimming boards and paper cutters are dangerous. Blades should be locked down when not in use.
- 4) Sharp pointed objects such as shears, knives, and pencils can cause injury if used incorrectly.
- 5) Cleanliness and orderliness contribute to safety.
- 6) Broken furniture and equipment should be removed and repaired promptly.
- 7) Restrooms should be clean and well maintained.
- 8) Wet floors must be posted with “WET FLOOR” signs.
- 9) Horseplay, running, and practical jokes are not permitted.
- 10) The Facilities Manager will assure that all containers of hazardous products are appropriately marked and labeled. The label should identify the product and provide appropriate information and warnings.
- 11) Employees must ensure that all containers of hazardous products are appropriately stored out of the reach of students.
- 12) Keep walkways and exits clear.

Lifting and Material Movement

- 1) Lift, push or pull only reasonable amounts of weight.
- 2) Do not lift over 50 pounds without help.
- 3) Lift correctly to prevent injury.

Motor Vehicles

This Fleet Safety Program has been developed in accordance with Round Rock Christian Academy's adoption minimum safety standard, to ensure that employees of Round Rock Christian Academy are informed concerning safe work practices and regulations in the operating of district motor vehicle assets. The methods used to effectively inform employees include:

- Employee orientation, education, and practical training.
- Various forms and written guidelines.

This Program applies to the safe operation and maintenance of Round Rock Christian Academy motor vehicle assets (school buses).

- Only persons with a current operator's license issued by the State of Texas, for the level/type of motor vehicle to be operated, shall be allowed to operate motor vehicles for the school.
- Any employee who intends on driving a school vehicle shall provide a motor vehicle record (MVR) check every 3 years and keep a copy of the current automobile insurance on file with the school prior to operation of the vehicles.

Minimum requirements:

All Drivers:

No DUI/DWI arrests or convictions in past 5 years.

No record of drug/alcohol abuse in past 5 years.

Commercial Vehicle Drivers:

In addition to requirements above:

- A current commercial driver's license issued by the State of Texas
- No more than 2 moving violations in the past year, neither of which can be for driving under the influence or reckless driving.
- No at fault accidents in the past year.
- No record of discontinued auto insurance or motor vehicle.

Requirements for School Bus Drivers:

- A person may not drive a school Bus for transportation of school children unless the person satisfies the following requirements.
- Is of good moral character.
- Does not consume alcohol during school hours or 12 hours prior to operation of the vehicle.
- Is not addicted to any narcotic drug.

- Is at least 25 years of age (drivers).
- If driving a vehicle which requires a CDL - Holds a valid public passenger chauffeur's license or commercial driver's license issued by the State of Texas.

Possesses the following required physical characteristics:

1. Sufficient physical ability to be a school bus driver, as determined by Round Rock Christian Academy.
2. Possession and full normal use of both hands, both arms, both feet, both legs, both eyes, and both ears.
3. Freedom from any communicable disease that may be transmitted through airborne, or droplet means or requires isolation of the infected person.
4. Freedom from any mental, nervous, organic, or functional disease, which might impair the person's ability to properly operate a school bus.
5. Visual acuity, with or without glasses, of at least 20/40 in each eye and a field of vision with 150-degree minimum and with depth perception of at least 80%.
6. Round Rock Christian Academy may require physician certification of a driver's physical ability.

Operators shall conduct a safety check of the vehicle before operating a vehicle. to include the following:

1. Check wheels and tires.
2. Check for any broken or loose parts.
3. Check fuel level.
4. Check headlights, taillights, warning lights, and other lights.
5. Check the oil pressure gauge, water temperature gauge, amp meter. These will also vary by model and fuel used.
6. Ensure that any backup warning device is operational.
7. Ensure that all warning lights and flashers work correctly.
8. Ensure that all door operating mechanisms and safety features work correctly for both the front door and all emergency doors.
9. Ensure that all equipment, seats, and other interior features of the bus are in good repair and present no safety hazard to the children.

Operators shall report any safety or repair issues discovered during their inspections of the actual operation of the vehicle to the Facilities Manager for repair.

The following safety rules will be followed when operating a motor vehicle or mobile equipment:

1. An employee will immediately notify the police department and his or her supervisor anytime a vehicle is involved in an accident.
2. No motor vehicle should be operated if it is defective or in malfunctioning condition to an unsafe degree.

3. All persons driving or using vehicles or mobile equipment shall wear seat belts when provided and follow all local, state, and federal laws.
4. All operators should visually inspect the perimeter of his or her vehicle prior to putting the vehicle in motion in any direction. The driver walking around the vehicle to ensure that the area in the rear, sides, and front are clear of hazard(s) or people before starting the vehicle should accomplish this.
5. All drivers should give an audible warning (horn or backup alarm) and check mirrors before backward movement is made.
6. All drivers should drive cautiously and always be on the alert for any unexpected event.

Form I – G

Bus Inspection Form

RRCA PRE-TRIP VEHICLE INSPECTION SHEET

PURPOSE: To help ensure the safe mechanical condition of each vehicle before it is used in service.

DIRECTIONS: The Pre-Trip Vehicle Inspection Sheet should be completed by each driver before they start their trip.

There are three main areas that must be inspected by the driver. The exterior inspection checks the lighting systems, tires and body damage. The interior inspection checks the operating condition of the major mechanical systems such as the brakes and steering as well as the cleanliness of the vehicle.

Exterior Inspection

Headlights	Both high and low beams should be checked
Turn Signals	Front and back pairs of signals must work. In addition hazard lights must be operational.
Back-up Lights	Back-up lights must work if transmission is shifted into reverse. (Should be inspected by another individual if possible.)
Mirrors	All mirrors must be present, unobstructed, and adjusted to the person who will be driving the vehicle.
Windshield Wipers	Windshield wipers must work at all settings. Wiper fluid pump should also be tested.
Windows	Windows must be secure and in good operating condition.
Tires	All tires should be visibly inspected for inflation and tread wear.
Body Damage	Any body damage should be reported even if transportation system administration and personnel are already aware of the problem.
Cleanliness	Outside of the vehicle should be inspected for accumulated dirt and grime.

Interior Inspection

Brakes	Brakes should be checked by putting the vehicle in gear without acceleration and applying the brakes.
Steering	Steering wheel should both have a full range of motion and effectively turn the front wheels.
Gauges and Indicators	All gauges and indicators should be visually inspected to make sure that they are operational.
Cleanliness	The interior of the vehicle should be free of any litter, food, or excessive dirt.



RRCA Vehicle Report

___ 15 Passenger Terra Transport
 ___ 15 Passenger Mercedes
 ___ 28 Passenger Bus

Driver _____

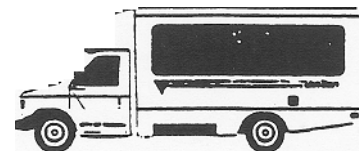
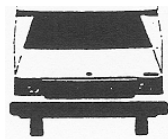
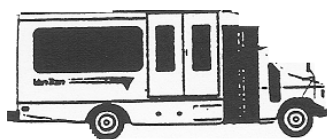
Date: _____

Mileage (Start) _____

Mileage (End) _____

Daily Check List	Check (√)	Defect or Needs Attentions (X)	
Items to Check		Items to Check	
Belts/Hoses		A/C Heater/Defroster	
Power Steering Fluid		Passenger Door	
Oil Level		Emergency Exits/Lights	
Water Coolant Level		Fire Extinguisher	
Water/Oil Leaks		Emergency Reflectors	
Tires/Lug Nuts		First Aid/Accident Kit	
Head Lamps		Seatbelts	
Turn Signals		Registration	
Hazard Lights		Insurance Information	
Clearance Lights		Horn	
Brake Lights		Clean Interior	
Backup Lights		Driver Seat	
Glass (All) & Mirror		Passenger Seats	
Clean Exterior		Other:	
Proper Decals			
Brake Pedal			
Emergency Brake			
Backup Beeper			
Gauge: Oil Pressure			
Gauges: Volt, Fuel, Temp			
Wipers/Washers			

Describe any Damage or Defective Parts: (Please note body damage on the buses below)



Reporting Unsafe Conditions and Unsafe Work Practices

Disciplinary Action

Failure to comply with safe standards and/or practices may result in disciplinary actions up to and including termination. However, all efforts will be taken first to correct deficiencies or unsafe practices, including training and counseling workers to ensure they are aware of expected behaviors and practices.

Kitchen Safety

Round Rock Christian Academy employs a catering service to provide school lunches. It is the responsibility of the catering service to ensure safety and health department requirements are followed. See Appendix I-J for complete guidance for cleaning blood/bodily fluids and what type of cleaners to use, especially in food service areas.

Appendix I-H

Unsafe Work Practice Form

Round Rock Christian Academy

Report Of Employee-Employer Interview

Employee Name: _____

Date: _____ **Time:** _____

- ☐ Verbal Counseling ☐ Written Reprimand ☐ Suspension (letter attached)
☐ Dismissal (letter attached)

Reason For Interview

Corrective Action Agreement

Employee Comments

Signature of Employee

Signature of Supervisor

Annual Emergency Drills

The following emergency drills will be conducted:

- Bus Evacuation Drills 1 time per year
- Fire Evacuation Drills5 times per year
- Severe Weather Drill1 time per year
- Lock Down Drills 1 time per year

Appendix I-I

Emergency Drill Form



EMERGENCY DRILL REPORTING FORM

Person Completing Form and Title:	Date:
--	--------------

Time Alarm Sounded:	Time Drill Concluded:	Time to Evacuate: <i>(fire evacuation drills only)</i>
----------------------------	------------------------------	--

Type of Drill:	
☐ Fire / Evacuation	☐ Lockdown
☐ Shelter-in-Place	☐ Modified Lockdown
☐ Medical Emergency	

Teachers took attendance?	☐ Yes ☐ No, not all
Management previously trained on emergency procedures this year?	☐ Yes ☐ No, not all
Employees previously trained on emergency procedures this year?	☐ Yes ☐ No, not all
Teachers had class rosters?	☐ Yes ☐ No, not all
Administrative Staff had cell phones or walkie talkies?	☐ Yes ☐ No, not all

Problems Encountered: (Check all that apply)	
☐ Congestion in hallways ☐ Alarm not heard ☐ Staff/Faculty unsure of what to do / proper response ☐ Staff/Faculty unsure of responsibilities / response ☐ Weather-related problems ☐ Unable to lock doors ☐ Windows not covered ☐ Windows left opened ☐ Doors left open	☐ Lights left on ☐ Personnel not accounted for / attendance ☐ Difficulties with evacuation of disabled personnel, customers or visitors ☐ Radio communication problems ☐ Noise impedes communications ☐ Personnel not out of sight (lockdown drill) ☐ Confusion ☐ Doors or Exits blocked ☐ Other: _____ _____

Extenuating Circumstances / Identified Factors / Special Conditions Simulated:

Field Trips and Excursions

Field trips or excursions have long been a part of the educational program of the school. Field trips must be planned in advance and designed to augment the lesson plans of the teacher. Field trips must have the approval of the principal and/or the Head of School. It should be clearly understood that field trips are educational in nature and not recreational.

Field trips should follow the following guidelines:

1. All trips must be well planned, properly timed, and related to regular learning activities.
2. Prior approval from the principal must be secured before any commitments to a vendor can be made on behalf of the school.
3. The principal and/or Head of School must approve field trips and written notification must be obtained two weeks in advance.
4. School sponsored out-of-state student travel must be approved by the Head of School prior to any initial arrangements by the sponsor, advisor, coach, or school.
5. All trips and the arrangements there must be within budgetary allotment for such purpose.
6. Costs incurred will come from the sponsoring school organization.
7. The Head of School must approve field trips, which require pupils to participate in fund-raising activities or to pay a fee to defray expenses, in advance.
8. Each student who goes on a field trip must have parental/guardian permission. This is typically obtained annually when parents fill out reenrollment forms each year.
9. The school nurse will provide copies of the student's emergency forms at least one day in advance of the field trip.
10. The trip sponsor/advisor/coach must provide the principal the following information:
 - (1) date of trip; (2) destination of trip; (3) educational objectives; (4) sponsoring group/organization; (5) names(s) of sponsor/advisor/coach; (6) time of departure and estimated time of return; (7) route to be followed with proposed stops; (8) method of transportation, e.g., school bus, school van, commercial carrier. (9) name(s), address, telephone number of chaperones; (10) list of students with emergency information, list of students and adults for each vehicle.
11. The trip sponsor will review safety plan and procedures before each trip and ensure that all students have completed bus evacuation drill has been completed prior to departure.
12. A copy of the travel packet will be filed with the main office. The administration will have full access to all paperwork in event an emergency arises.

Appendix I-J

Guidance for Cleaning Up Blood or Bodily Fluids

GUIDANCE FOR CLEANING UP OF BLOOD OR BODILY FLUIDS

When a person with gastroenteritis vomits or has diarrhea, projectile or explosive vomiting or diarrhea can occur and propel small airborne virus particles within a 25-foot radius. Gastroenteritis viruses have been known to survive for 12-60 days on environmental and hard surfaces such as toilets, faucets, door handles, handrails, carpets, upholstery, telephones, computers, touch screens, equipment, and kitchen preparation surfaces. Ill persons may shed the virus in their feces for up to two weeks following their illness; improper hand washing could allow the virus to continue to spread.

Typical cleaners with ammonium compounds used in daily foodservice environment cleaning will not eliminate viruses expelled during a vomiting or diarrheal event. Because the viruses can survive for a number of days on hard surfaces, there is a potential for people to become infected days after the initial vomiting or diarrheal event.

Table 1 has examples of how to prepare appropriate dilutions of bleach at the recommended concentration. Note: The concentrations are approximate. Use chlorine test strips to monitor lower concentrations of solutions.

Table 1: Dilution of Household Bleach for use in cleanup of vomiting or diarrheal spill			
Dilution: 5.25% household bleach, 6% dish machine concentration	Dilution: 8.25% concentrated bleach (use 1/3 less)	Approximate Concentration	Use
1 part bleach to 10 parts water 1-2/3 cup bleach/ gallon of water	1 part bleach to 16 parts water 1 cup bleach/ gallon of water	5,000	Directly on spill Porous surfaces Wooden Floors
1 part bleach to 50 parts water 1/3 cup bleach/ gallon of water	1 part bleach to 80 parts water 1/8 cup bleach/ gallon of water	1,000	Non Porous Surfaces Hard Surfaces
1 part bleach to 250 parts water 1 tablespoon bleach/ gallon of water	1 part bleach to 400 parts water 2 teaspoons bleach/ gallon of water	200	Food Contact surfaces Stainless Steel Surfaces

When using chlorine as the disinfectant of choice, there are a few things to keep in mind:

- A fresh solution must be used, no older than 30 days, when preparing from household bleach.
- Chlorine can be dangerous to use. It must not be mixed with any other chemicals, especially the quaternary ammonium compounds due to the hazardous gas that can form.
- When using chlorine, try to use pump bottles or pour bottles rather than spraying bottles so the chlorine does not become aerosolized and inhaled by employees. Spray bottles can also disturb or “stir up” virus particles back into the air.
- When chlorine is not a possible choice for a disinfectant due to the type of surfaces being treated or because chlorine is not kept on the premises for safety reasons, there are alternatives to chlorine. It is important to ensure that any alternatives you choose are U.S. Environmental Protection Agency (EPA) or OSHA approved. Not all products are approved for food establishments, so check the label.

Some suggested actions immediately after a vomiting incident are as follows:

- Position signage and/or an employee to block entry into a contaminated area, whether in the food prep area or in a dining area.
- If the incident occurs in food prep area, stop all food prep and serving operations.
- Discard any food that has any possibility of being contaminated, whether it was in the process of preparation, cold holding, hot holding, or being served. Consider everything in the 25-foot radius of the incident as being contaminated. Because single-service items and portion packages are not practical to disinfect, discard these items.
- Begin spill clean-up and disinfection as soon as possible (see next section).
- Have employees focus on frequent, proper hand washing and glove use.
- Monitor dish machine rinse water temperature or sanitizer concentration.
- Encourage hand washing for customers as well.
- If incident occurs in dining area, it is appropriate to remove/discard potentially contaminated self-service items such as mints, salt/pepper, creamers, etc. and having employees serve these items to prevent cross- contamination and carry over to other customers.
- Remove customers within a 25-foot area of the incident and offer to reseal, when possible. Explain that these measures are being taken so that clean up and disinfection can be done immediately and carried out safely. Each establishment should develop its own protocol for compensating guests inconvenienced or affected by an illness incident.
- In a buffet situation, food items must be replaced if they are within the 25- foot radius. To avoid the use of any potentially contaminated plates, cuts and cutlery, have employees hand out these items and serve customers. If the food buffet is outside the contaminated area, consider replacing food items, where feasible.

While having to remove and relocate customers is challenging, it is important that the food establishment take all the appropriate steps to protect customers from exposure and perform due diligence. The next section details what resources employees need for protecting themselves as well as how to properly clean and disinfect the area.

CLEANUP PROCEDURES AND SPILL KITS

One of the important tools or resources for cleaning up vomit or feces is a cleanup kit. This resource needs to be available and properly supplied for effective disinfection of areas contaminated during a vomit or diarrhea event. The spill cleanup kit should include:

- Personal Protective Equipment (PPE)
 - Disposable nitrile or non-latex gloves
 - Face and eye shields
 - Disposable apron
 - Shoe covers
 - Hair covers
- Absorbent powder to solidify or gel debris (baking soda, sand, cat litter, etc.)
- Scoop and/or scraper to remove the absorbent material – preferably disposable
- Large volume of disinfectant effective against norovirus to apply to the entire spill area (Chlorine, hydrogen peroxide, specially formulated quaternary ammonium compounds, etc.)
- Disinfectant wipes or paper towels.
- Large plastic bag and twist tie closure for disposal of materials

The following sequence should be used for spill cleanup:

1. If they haven't been removed already, request that people clear the area that is to be disinfected and ensure they do not enter food preparation, service, or storage areas to prevent further contamination and so that the cleanup can be done immediately and safely.
2. PPE should be put on in the following order: apron, shoe covers, hair cover, face mask/shield or goggles for eye, and lastly, gloves. This order is important to prevent the gloves from being damaged while donning the equipment. It is easier to put this protective gear on without gloves.
3. Some may wish to consider the use of double gloves to further protect themselves.
4. Spread the absorbent over the vomit or diarrhea spill.
5. Allow the absorbent to soak up any liquid and become solidified.
6. Scrape and/or scoop up the absorbent and place without agitation or movement into the disposable bag. Keep in mind that if the incident occurs on a carpeted surface, it presents special circumstances as the carpet may absorb some of the spill. scooping/scraping up the debris may create spatter if the nap is scraped.
7. Apply disinfectant to the entire area and allow it to stand for the manufacturer's recommended time – 5-10 minutes for chlorine bleach.
8. Use paper towels or disinfectant wipes to clean up the disinfectant and place into disposable bag. You may also use additional wipes with disinfectant to further clean the spill area.
9. Remove PPE and place it into disposable bag, being careful to remove gloves last so that hands are not contaminated. Using double gloves is also an option so that the initial pair of gloves used in cleanup can be discarded and second gloves can be worn when contacting the disposal bag.
10. Close the bag with the twist tie and immediately transfer to outside dumpster. In most locations this material can be placed into the dumpster and is not considered a biohazard, but check with you local regulations to be sure.
11. The employee should then wash hands and any exposed part of arms using soap and water.

While the immediate spill is being disinfected, other surfaces in the area may also be disinfected as well.

In a dining room, this may include tables and chairs, service counters, condiment stations, walls, etc. while in the food preparation area, those surfaces closest to the spill such as equipment surfaces, doors to reach-in coolers could be disinfected. Focus first on areas that are closest to the spill. Because the ill person or other customers may have also had incidents in the restroom, cleaning and disinfecting the restrooms should be part of any cleanup procedure. Typically, the industrial chemicals sold to disinfect bathrooms will be effective against pathogens that cause gastroenteritis. But just to be sure, check the label to verify it has effectiveness against norovirus (Feline calicivirus may be referenced) and use as directed.

As hand washing is the best way to prevent foodborne illnesses, increase awareness and handwashing for all employees, especially following a vomit or diarrheal event in an establishment. Not all hand sanitizers are effective against norovirus. A 70% alcohol solution in a liquid form is optimal compared to gels or foams. In some instances, it may be appropriate to close a location to facilitate a complete cleaning and disinfection, especially if there was a large amount of food contaminated. Complete and total disinfection of an establishment is one way to “break the cycle” so that lingering virus particles on hard surfaces do not continue to cause illnesses days later.

TYPES OF SURFACES AND APPROPRIATE DISINFECTION

Various types of surfaces will be found in foodservice establishments – hard, non-porous surfaces, porous surfaces, and items that can be machine-washed. Depending upon the surface or materials, the disinfectant choice and concentration will vary (refer to Table 1 for suggestions). It is important to note that before an area can be disinfected, visible debris must first be removed with disposable towels to which disinfectant has been applied. These should also be placed in a disposable bag. Employees cleaning should wear PPE to prevent exposure to pathogens.

What are the hard, non-porous surfaces to include in the disinfection?

- Countertops, stainless steel surfaces
- Tables, chairs – remember to include tops and bottoms of these areas
- Handles, doorknobs, hand rails
- Sinks, faucets, and toilets – all surfaces
- Items touched by everyone – light switches, elevator buttons
- Walls, bare floors, and even ceilings may be considered for disinfection

Apply disinfectant and allow it to stand for the minimum contact time or to air dry so that any pathogens are killed. Remember, if a food contact surface was directly contacted by the spill, it must be rinsed with water after disinfection. All food contact surfaces or equipment suspected of being contaminated with virus fallout may be first washed and then disinfected with 200 ppm chlorine solution. Equipment and utensils can then be run through a dish machine. It is best to use disposable towels or equipment when removing debris, disinfecting or rinsing surfaces so that there are not items that must be disinfected after use, for example mops or cloth towels.

Some surfaces are porous and are more difficult to clean and disinfect, such as Carpets, Upholstered chairs/sofas, Draperies, Wooden floors and surfaces.

A caution: It is important to refrain from vacuuming a contaminated area prior to disinfectant as this will just allow any pathogens to become airborne and spread contamination.

On porous surfaces, chlorine bleach is obviously not an appropriate disinfectant due to the fabric bleaching/discoloration that would most likely occur. A disinfectant may be used, but may need to be tested first for color fastness. If a disinfectant is used, the area should be saturated and allowed to stand for the minimum contact time recommended on the label or to air dry. Steam cleaning may be a better option for carpets and upholstered surfaces. To inactivate norovirus, steam cleaning must be done at 158 -170°F for at least five minutes or if possible, 212°F for one minute. This means that hot water from the faucet would not be adequate and that the steamer used must be able to heat the water up to temperature.

Machine washing is an option for items such as tablecloths, aprons, cloth napkins, towels, employee uniforms and clothing, and window coverings.

It is important that any contaminated items are not shaken but folded and placed in an isolated laundry bag so they can be removed to a laundry area without causing further airborne particles that might contaminate other surfaces. Do not launder contaminated articles with other items; wash these separately with a pre-wash and then a regular wash with detergent. Most importantly, dry at a temperature on a high heat cycle that reaches 170°F.

Summarized from Publication #-23-14824, Guidance for Cleaning up of Blood or Bodily Fluids, from the Consumer Protection Division of the Public Sanitation and Retail Food Safety Unit •<http://www.dshs.texas.gov/foodestablishments/>

SECTION II

Round Rock Christian Academy SCHOOL CRISIS RESPONSE PLAN PROCEDURES AND RESPONSIBILITIES

CRISIS MANAGEMENT PLAN

Community Emergency Numbers

Ambulance...Fire...Police.....CALL...911

.....
Fire Department 512-218-5590
Police Department..... 512-218-5500
RRHS Police Liaison 512-563-2124
Sheriff's Department..... 512-943-1300
.....

Utilities

Electric Power Company 888-313-6862 (general)
888-313-4747 (outage)

Gas 866-322-8667
Water 800-255-3612

Poison Control Center 800-222-1222
Abuse Hotline 800-252-5400
Animal Control 512-255-7387

Responsibilities of Personnel During and After Emergency

Head of School

The Head of School/designee is responsible for the overall direction of emergency procedures at the school site. The Head of School will:

1. Develop an emergency procedures plan designated to minimize injury and the loss of life and to protect property for his or her school site.
2. Arrange for a faculty meeting during the first month of school for the purpose of reviewing the validity of the plan and to update the staff regarding new procedures.
3. Post in the school office a chain of command including the names and phone numbers of the persons to succeed the principal in the event of his or her absence or incapacitation.
4. Maintain a list of first aid providers for the campus.
5. Direct evacuation of building in accordance with procedures.
6. Arrange for transfer of students and other individuals when their safety is threatened by a disaster.
7. Ascertain names of injured and send staff member with students if transported from school.
8. Keep the names of students who are picked up by parents or persons acting for the parents.
9. Prepare a statement for the media.
10. Aid the principal in preparing a fact sheet to help those answering phones.
11. Facilitate and conduct press conferences.
12. Prepare a fact sheet to help those answering phones.
13. Communicate event to district media spokesperson.
14. Notify first aid providers to report to the site of emergency.
15. Take any other steps deemed necessary to ensure the safety of students, staff, and other individuals.
16. Maintain control and accountability of students and staff.

Principals

The principal will:

1. Help secure buildings.
2. Ensure that multi-handicapped students are accounted for and safe.
3. Report injuries and damage to the Head of School.
4. Coordinate communication between Head of School, faculty, and staff.
5. Communicate with parents.
 - a. Phone calls should be brief and professional.
 - b. Use lists to contact the parents of the students involved.
 - c. Give them factual information.
 - d. Provide them with the locations on campus that they have access to.

- e. Give them the names of the spokesperson that will be keeping them informed once they have arrived on campus.
- f. Advise them to only give information to school and EMS officials.

Teachers

Teachers will:

1. Provide for the supervision of students and will remain with students until directed otherwise.
2. Direct evacuation of students in their charge to designated areas in accordance with school crisis response plan.
3. Render first aid if necessary.
4. Take attendance of students on the Raptor App.
5. Report missing students and staff to administration.
6. Assist as directed by the administration.

Maintenance

The Maintenance Department will:

1. Survey and report damage to the principal.
2. Assist rescue operations as directed.
3. Assist fire-fighting efforts until regular fire-fighting personnel take over.
4. Control main shut-off valves for gas, water, and electricity and ensure that no hazard results from broken or downed lines.
5. Assist in disbursement of supplies and equipment.
6. Assist as directed by the administration.

Administrative Staff

The administrative staff will:

1. Take emergency call lists, enrollment cards and sign-out sheets for off-site student release.
2. Use telephones and monitor emergency radio broadcast.
3. Assist as directed by administration.
4. Check absence/specials/schedules to affirm who is in attendance in any affected classes.
5. Coordinate with the school nurse in the event of injuries.
6. Serve as the main source of data collection for all staff and students.

School Nurse

The school nurse will:

1. Report to the emergency scene.
2. Provide first aid services to injured/casualties in a secure location.

3. Provide information to school officials.
4. Provide information to emergency personnel.
5. Assist as directed by the administration.
6. Establish triage as needed and coordinate medical evacuation.

GENERAL CRISIS PROCEDURES

1. Call 911.
2. Give the police your name, school name and location, situation and then stay on line.
3. Secure Red Crisis Response binder and set plan in action according to situation at hand.
4. Call the Main Office at 512-255-4491
5. Document the entire incident. Include names, times, steps taken and results. Refine this information in the post intervention.
6. Conduct emergency staff meeting to facilitate flow of information.

Communication

The Head of School will be the official spokesperson for the school. The Head of School's designee will be responsible in the Head of School's absence. Comments in a crisis will be made under the supervision of the Head of School.

The main office, unless displaced, will be the location for the emergency communication post. Interviews will not be conducted at the school site. Media permission to interview students must be given by parents and be conducted off site.

Communication Chain of Command

- | | |
|--------------------------|----------------|
| • Head of School | Becky Blauser |
| • Director of Operations | Julie Grosser |
| • Athletic Director | Dan Headley |
| • Secondary Principal | Tiffany Jaksch |
| • Elementary Principal | Seleta Carter |

Communication is crucial during an emergency situation. The mechanism for contacting members of the faculty and members of the crisis management team needs to be determined immediately. The standard forms of communication are mass email, PA Alert when available and group text messages.

Round Rock Christian Academy

Crime Scene Management

The purpose of this policy and procedure is to secure and restrict access to a crime scene in order to preserve evidence in cases of crimes occurring on school property.

How to Avoid Contaminating Crime Scene Evidence

Crime scenes often have some of the most important evidence, evidence that is critical in criminal cases. Only trained professionals should collect and preserve the evidence. Crime Scene Investigators say the biggest problem that they encounter is crime scene contamination. Therefore, before the professionals arrive, it is paramount that the crime scene remains as uncontaminated as possible.

There are steps that can be taken by people who are the first to arrive at the scene to help protect the evidence. Since school employees will be first at a school crime scene, it is recommended that a person from the school staff be designated to manage the crime scene prior to police arrival.

The acronym "RESPOND" should help Round Rock Christian Academy Personnel remember how best to manage a school crime scene to minimize contamination. The letters in the acronym represent the words **R**espond, **E**valuate, **S**ecure, **P**rotect, **O**bserve, **N**otify and **D**ocument.

Respond

Personal safety - Your safety comes first! You can't help others if you are injured.
Organize your thoughts and formulate a plan on how to handle the situation.
Make mental notes of your observations.

Evaluate

Evaluate the severity of the situation.
Is the crime/incident in progress?
Call 9-1-1 if appropriate.
Identify all involved and uninvolved individuals in the area.
Emergency response personnel should be offering aid to the victims.
Be aware of weapons and hazards.
Be aware of potential evidence.
Don't touch anything unless necessary.

Secure

Clear away uninvolved people.
Establish a perimeter with survey or custodial tape, cones, desks.
Police/Sheriff Departments will adjust the perimeter if they need to.

Protect

Safeguard the scene - limit and document any people entering the area.
Don't use phones or bathrooms within the scene area.
Don't eat or drink in the area of the scene.

Observe

Write down your observations - These notes will be utilized to report crime scene management to responding police. Your notes could possibly be used at a later date in criminal court.

Record detailed information - don't rely on your memory.

Notify

Call 911 (Police/Sheriff Department/EMS/Fire Personnel), if not already called or there.

Document

Take good notes - Such as: time, date, people at scene, weather, doors open or closed, lights on or off and position of furniture. Be prepared to provide your notes and information to police.

Abduction/ Student Runaway

Definition: Abduction occurs when a person unlawfully and without consent restricts another person's movements, and there is knowledge by the person of the restriction and a substantial interference of the liberty of the person restricted. This does not have to be removal of a person from the site but can be the detaining of a person on a school site by an unauthorized person. Abduction also occurs when a stranger or family member abducts a student.

Definition: Runaway occurs when student runs away from the school building during school hours.

Emergency Procedure:

- Call 911 for immediate assistance and notify administration - Identify yourself, the school, and nature of the emergency. Give all the information available, i.e., description of the child and the abductor, names if you know them, description of the vehicle when appropriate, as well as the place and time the student was last seen. If possible, stay on the telephone line until you are instructed to disconnect by the emergency operator.
- Administration will safeguard any siblings at the school.
- Administration will assist law enforcement (have a copy of the student's file and pictures, if available).
- The Head of School will be notified and will immediately notify the proper individuals.
- Administration will notify parent(s) of the situation and steps being taken.
- Administration will keep witnesses separated to prevent sharing information.

Plan of Action:

- The Head of School or designee will meet with faculty, if possible. Advise teachers about sharing information with students.
- A counselor may be called in to visit the missing student's classroom providing necessary counseling.
- A statement will be prepared for the media.
- The Director of Operations will prepare a fact sheet to help those answering phones.
- Teachers will prepare classmates to be supportive when the child is returned.
- Administration will document actions and decisions concerning the abduction incident.

Accident/Serious Injury/Illness

Definition: An accident occurs when an individual is unintentionally injured or an emergency where one or many are sick or injured.

The Immediate concern is to aid the injured or sick student, staff member, or visitor.

Emergency Procedure:

- If serious contact or have some call 911 immediately.
- The principal will assess the nature and extent of injuries.
- The principal will contact first aid providers.
- First aid responders will initiate prompt first aid/medical services with the following:
 - Check person for airway blockage, breathing, etc.
 - Control severe bleeding, treat for shock if necessary.
 - Check for poisoning or ingestion of chemicals.
 - Provide CPR/first aid as necessary until back up medical services arrives at the scene.
- Call 911 for emergency assistance.
- School personnel will remove uninjured students from the accident site. If evacuation is necessary, verify that all students and staff are out of the building at a distance for maximum safety.
- If evacuation is necessary, each teacher must take attendance on the Raptor App.
- The principal will notify parents of the nature and extent of injury.
- The Director of Operations will prepare a statement for the media (if needed).
- Administration will document actions and decisions concerning accidents.

NOTE Proper Protective Equipment Must Be Worn At All Times.

After Hours Emergency Plan

Definition: This plan should address all functions (PTA/booster club meetings, outside agencies using school facilities, school activities, etc.) performed after normal working and office hours. (Further defined as an emergency occurring before or after the regular schoolday).

General Procedure:

All facilities that have functions or personnel working after regular school hours need to devise an emergency plan that addresses this particular situation, especially notification of building/facility occupants. The specific procedures to be implemented should be those identified based on the nature of the incident and cited elsewhere in this publication.

When an emergency occurs, follow the procedure as specified in this manual for the particular type of incident.

Notify: A Member of Administration

Altercation: Violence Between Two or More Individuals

Definition: An altercation occurs when there is a fight between two or more individuals. The fight might include fist fighting or the use of weapons.

Emergency Procedure:

- Notify a principal immediately.
- Walk briskly to fight location-Do not run.
- Ask for assistance from nearby staff members.
- Instruct students to disperse.
- Yell out to students who are fighting and order them to stop.
- Approach students from the side. Restrain in accordance with policy. Do not step between the students.
- Separate students and refer to an administrator.
- The principal will assess danger and request assistance from law enforcement if necessary.
- All staff members are obligated to pitch in and take an active role in ceasing any and all hostile activities.

Assault of a Student

Definition: Physical assault is considered to be any intentional act of hitting, pushing, sexual assault, or any other such physical contact engaged in, by, or directed toward another student, staff, or visitor to the facility, **which results or is intended to result in death or serious physical injury.**

Emergency Procedure:

- The principal will notify law enforcement by calling 911 or RRPD 512-218-5500 if necessary.
- The principal will notify the victim's parents.
- The first aid responder will provide medical attention if there are injuries.
- The principal will protect the identity of the victim.
- If the alleged assailant is a student, the principal will notify his or her parents and request a conference.
- Administration will follow board policy and due process procedures regarding disciplinary action, questioning of students, and students taken into custody.
- Administration will document actions and decisions concerning assault incident.

Bomb Threat

Utilize Bomb Threat Report Form

Definition: A bomb threat usually occurs when the school receives an anonymous telephone message advising that a bomb has been placed somewhere on the school site. A bomb threat may be a prelude to attempted robbery, hostage taking, kidnapping, or just a student trying to get out of a test at school. However, a threat must always be taken seriously.

Most bomb threat telephone calls are very brief; the message is stated in a few words and then the caller hangs up the telephone. Every effort should be made to obtain detailed information from the caller, such as the five questions listed below.

1. When is the bomb going to explode?
2. What kind of bomb is it?
3. What does the bomb look like?
4. Where did you place it?
(Attempt to get the caller to identify the building or location.)
5. Why did you place the bomb in the school?

If possible, use the BOMB THREAT form to record information and record identifying qualities of the caller.

Emergency Procedure:

- Administrative staff will immediately notify the administration of the bomb threat.
- Administrative staff will document the threat (use the bomb threat checklist).
- Administration will notify law enforcement by calling 911.
- Administration will decide whether to evacuate immediately and search the facility or to make a preliminary search prior to any other action.
- Principal will instruct teachers and staff as they are evacuating their classrooms and building, they must be watchful for anything that they don't recognize as being "normal", i.e. briefcases, bags in unusual places, pipes laying in unusual places. If they don't observe anything unusual in the classrooms, close the door after the last student is out. (The closed door will indicate to the police that nothing unusual was observed in the classroom.) **Do Not Lock the Doors!**
- The principal will evacuate the building, if warranted (1000 feet or more).
- A search team composed of police officers and staff members will conduct a visual search of the building and report to the principal any items or containers that are unusual or foreign to the normal operation. Do not handle the item under suspicion.
- Administration will be responsible for controlling the use of two-way radios and cell phones during a bomb threat.
- Administration will be responsible for developing and maintaining a visual search designed to meet the specific needs the buildings.
- The administrative staff will secure all records.
- Administrative staff will take sign-out sheets for off-site student release.

- Teachers will take class roll on the RAPTOR App and notify the principal if someone is missing.
- The principal will make the decision for the students and other personnel to re-enter the building. If possible, the principal should seek the advice of the Police/Fire Departments.
- In the case of inclement weather or delayed reentry into the school building(s), the principals transport students/staff to a predetermined location. The Head of School/designee must be informed prior to moving students/staff to predetermined location.
- The Director of Operations will prepare a statement for the media.
- The Director of Operations will prepare a fact sheet to help those answering phones.

What not to do if a bomb is found:

- **Do not** touch suspected explosives.
- **Do not** move suspected bombs.
- **Do not** place suspected bomb in water.
- **Do not** cut or pull any wires attached to suspected explosives.
- **Do not** attempt to cut strings, pull fuses, or release hooks attached to a suspected device.
- **Do not** use or pass metallic tools near suspected bombs.
- **Do not** smoke or allow open flames near suspected bombs.
- **Do not** use two-way radio or cellular phones near the scene of suspected bomb.
- **Do not** investigate a suspected bomb too closely. Leave that to experts!

What to do if a bomb is found:

- Evacuate the area IMMEDIATELY according to the school plan.
- Secure a perimeter of 1000 feet or more around the location.
- Call 911. Make sure the 911 operators understand that you have located a suspected explosive device. If possible, stay on the line until you are instructed to disconnect by the 911 operators.
- Members of the explosive ordinance disposal team will remove the bomb.
- Administration will document actions and decisions concerning the bomb incident.

THREAT CALL PROCEDURES

Most threats are received by phone. All threats are taken seriously until proven otherwise. Act quickly but remain calm and obtain information with the checklist on this card.

If a threat is received by phone:

1. Remain calm. Keep the caller on the line for as long as possible. DO NOT HANG UP, even if the caller does.
2. Listen carefully. Be polite and show interest.
3. Try to keep the caller talking to learn more information.
4. If possible, notify a colleague to call the authorities or as soon as the caller hangs up, immediately notify them yourself.
5. If your phone has a display, copy the number and/or letters on the window display.
6. Complete the checklist immediately. Write down as much detail as you can. Try to get the exact words.

If a threat is received by handwritten note:

Notify Administration and Call 911

Handle notes as minimally as possible

If a threat is received by email:

Notify Administration and Call 911

Do not delete the message.

THREAT CHECKLIST

Date

Time Call Received

Time Caller Hung Up

Phone # where Call Received:

Bomb Threat Ask Caller: Where is the bomb located? (Building Floor Room etc.) When will it go off? What kind of bomb is it? What will make it explode? Did you place the bomb? Why? What is your name?	Another Type of Threat Ask Caller: What is your name? What type of threat/emergency is this? Does someone have a gun? Where is the location of the emergency? Is anyone injured? Do you know the person or suspect? Can you give a description of the person or vehicle?
--	--

Exact Words of Threat:

Information about Caller:

Where is the caller located? (Background noise, sounds)

Estimated Age:

Is the voice familiar? If so, who does it sound like?

Callers Voice	Callers Voice	Background Sounds	Threat Language
Male	Excited	Animal Noises	Incoherent
Female	Laughter	House Noises	Message Read
Accent	Lisp	Kitchen Noises	Taped
Angry	Loud	Street Noises	Irrational
Calm	Nasal	PA System	Profane
Clearing Throat	Normal	Conversations	Well Spoken
Cracking Voice	Rapid	Music	
Crying	Slow	Motor	
Deep Voice	Slurred	Clear	
Deep Breathing	Soft	Static	
Disguised Voice	Stutter	Office	
Distinct		Machinery	

Building Collapse

Definition: A building collapse occurs when the structural integrity of the building is lost due to over stressed conditions.

Emergency Procedure:

- Administration will initiate an evacuation plan.
- Teachers will call roll to account for all students and report missing students to Administration.
- Administration will call 911 and describe what has happened.
- Administration will contact first aid responders to provide first aid if necessary.
- In the case of inclement weather or delayed re-entry into the school building(s), the Head of School/designee must be informed prior to moving students/staff to predetermined location.
- Administrative staff will take emergency lists and sign-out sheets for off-site student release.
- The Director of Operations will prepare a statement for the media.
- The Director of Operations will prepare a fact sheet to help those answering phones.
- Administration will make the decision for students and other personnel to re-enter the building after being advised to do so by the appropriate authorities.
- Administration will document actions and decisions concerning the building collapse incident.

Building Evacuation Plan

Administration will ensure that evacuation plans in each room are accurate and posted annually. This plan will be used for fire, bomb threat, explosion, major gas leak, loss of a building's structural integrity, hazardous materials and other crises requiring evacuation.

Evacuation is considered a last line of defense and should only be implemented when the life and/or health of students, employees, guests, or visitors is threatened. Exits are highly visible and exit pathways labeled with appropriate EXIT signs. Know the route to the nearest exit from your location. In the event of a fire or other condition which necessitates evacuation of the building, do the following as outlined in site/school specific evacuation plans:

Emergency Procedure:

- Students and staff will calmly and quickly move to assigned evacuation locations.
- Teachers will follow students out and stay with students.
- Stay together and gather at a safe distance (minimum 500 feet for fires and 1000 feet for bomb threats) from the building at designated gathering points. See the plan for each location.
- Teachers will take attendance in the RAPTOR App and document location of the students under their care.
- Teachers will report missing students to Administration.
- If it cannot be determined that all persons have safely exited the building, the responding fire team or other designated emergency response team must be notified.
- Unattached students will report to the nearest teacher. Teachers should note student additions in the RAPTOR App and send this information to Administration.
- The Administrative staff will take enrollment cards and sign-out sheets for off-site student release.

Training

Administration shall ensure that employees receive information and training on the elements of the emergency crisis and response plan during orientation and at least annually thereafter. Training shall include, but is not limited to:

- School/facility layouts and escape routes
- Awareness of handicapped individuals who may need extra assistance.
- Hazardous areas to be avoided during emergencies.
- Rooms and other spaces that need to be checked for visitors and employees who may be trapped or otherwise unable to evacuate the area during an emergency.
- Any duties/responsibilities the employee may have in support of plan.

Evacuation Locations

Evacuation: A minimum safe distance of 500 feet is required during fire evacuation, 1000 feet for bomb threats and other hazards. Students and staff must all be accounted for during evacuations. Fire evacuation routes must be posted in each classroom.

Fire Evacuation: Pre-determined location in Parking Lot or Fields. (Follow posted escape routes.)

Outside On-Site Evacuation Location

Practice Football Field

(on the back side of the property, adjacent to Chisholm Trail)

Inside On-site Evacuation Location

Central Baptist Church Worship Center

512-388-3408 Main Number

512-699-4300 Kathy Walker

815-260-7153 Rene Mitzelfelt

Off-Site Evacuation Location

Good Hope Baptist Church

207 Chisholm Trail

Round Rock, Texas 78665

512-255-3017

Alternate Location

Texas Baptist Children's Home

1101 North Mays Street

Round Rock Texas 78664

Bus Accident

Emergency Procedure:

- The bus driver will stay with the students.
- The bus driver will ensure that law enforcement is notified.
- The bus driver will ensure that the transportation supervisor is notified.
- The bus driver must immediately check all student passengers for injury and ask whether anyone is hurt or injured. If so, first aid shall be administered, if appropriate.
- The students should be evacuated from the school bus in accordance with standard procedures only if the condition or position of the school bus creates a further hazard to the student passengers.
- If possible, a member of Administration will go to the scene of the accident.
- An Administrator will go to the scene of the accident if students are injured.
- The Principal or designee will notify parents.
- The Administrator will send a staff member with the injured students if transported from the accident site.
- The Administrator and bus driver will make a list of all students on the bus at the time of accident.
- Administration of transportation will document actions and decisions concerning bus accident.

Child Abuse/Neglect

Abuse Hotline 800-252-5400

Definition: Child abuse is an act of commission. Child neglect is an act of omission. An abused or neglected child (anyone under 18 years of age is defined as a child) whose health or welfare is harmed or threatened with harm when his or her parent, guardian, or other person exercising custodial control or supervision of the child inflicts or allows to be inflicted upon the child physical or emotional injury by other than accidental means; creates or allows to be created a risk of physical or emotional injury to the child by other accidental means; commits or allows to be committed an act of sexual abuse, sexual exploitation, or prostitution upon the child; abandons or exploits such child; or does not provide the child with adequate care, supervision, food, clothing, shelter, education, or medical care necessary for the child's well-being.

The most common forms of abuse are physical (i.e., assault or contact that causes physical injury or emotional injury; (abandonment; stalking, hate crimes, harassment) and sexual abuse (i.e., touching, handling, etc., of a child for lustful purposes sexual exploitation, e.g., pornographic photographic, rape, molestation, incest, prostitution).

A child's parent, guardians, or other person who has permanent or temporary care, custody, or responsibility for the supervision of a child, including school personnel, can cause abuse or neglect. Also, a stranger or someone outside the school setting, or another child can cause abuse. Regardless of who is reported to have caused the abuse or neglect, as a mandatory reporter you should report it immediately to the proper authorities and let them handle the investigation.

In accordance with the laws of the State of Texas regarding child abuse, any person who has reasonable cause to suspect that child abuse or neglect is occurring shall report such information to the director of social services in the county in which the child resides. All employees who work at a school are mandatory reporters.

Law from civil liability protects persons making reports if they act in good faith.

It is not necessary that one have absolute proof before reporting. It is the responsibility of the Department of Human Services to make its own investigation.

Procedure:

Faculty and staff members should call (800) 252-5400 or make a report online at www.txabusehotline.org

If the telephone number is busy, keep calling until you talk with someone at the agency, do not wait until the next day.

Provide the following information:

- Name of child.
- Name of child's parents, address, telephone.
- Child's age.
- Name and address of person whom you suspect is responsible for the abuse or neglect.
- Any other pertinent information.
- Do not notify the suspected abusers.
- Faculty and staff members should inform the Administration of the report in writing on the Student Abuse Form.
- Principal shall permit interview with the child by authorized, properly identified officials.
- Administration will document actions and decisions concerning child abuse/neglect incident.

Confrontation With Person in Possession of a Weapon

Definition: An armed offender is a person possessing a weapon capable of deadly force, whose intent is to pose a threat, inflict harm, or carry out a personal objective. The armed person may be a student, staff member, parent, or community member.

A weapon is any instrument, which may produce bodily harm or death. Weapons include, but are not limited to, any knife, firearm, air gun, sword, spear, ax, tomahawk, club, explosive device, fireworks or other incendiary device, throwing instrument, firearm silencer, ammunition, blackjack, night stick, screwdriver, homemade weapon, or any other device classified as an unlawful weapon, or which may produce bodily harm or death, or any instrument possessed with the intent to use for the above purpose.

Emergency Procedure:

- Immediately report the situation to the School Safety Officer and a member of Administration if possible.
- The School Safety office and Administration will determine if the situation is an emergency.
- Call 911. Make sure the 911 operator understands that there is an armed person inside the school; and give his or her last known location; give a description and any other information you may have. If possible, stay on the line until you are instructed to disconnect by the emergency operator.
- Notify all teachers that you have an emergency situation using the intercom button and/or the RAPTOR App if at all possible.
- Students and staff should move away from doors and glass.
- Notify all students outside their classroom (including those outside the school building) to report to the nearest safe classroom. All students should be brought into a locked area.
- Teachers should take attendance for all students under their care on the RAPTOR App.
- If the hostage taker or armed person can be contained in one section of the building, students and staff should be evacuated from the building to a designated safe area.
- Students and staff will not reenter the building until the building has been evaluated and determined safe by the police department.
- If safety permits, a staff member should be directed outside the building to warn all approaching visitors of the danger.
- Do not attempt to disarm any individual with a weapon.
- Do not panic. Establish a psychological advantage by remaining calm.
- Do not make threats, challenges, or in any way antagonize the person in possession of the weapon.

- Constantly assess the situation. Does the individual vacillate concerning the intended use of the weapon, or does he/she seem to want attention?
- Do not condone the individual's actions.
- In a calm voice and mannerism, try to talk to the individual. Make reasonable suggestions. For example, if other individuals are present, request that they be allowed to leave the area.
- Observe the weapon carefully and try to obtain enough information about it so that a description can be given to school security/law enforcement officers.
- Attempt to isolate the individual if possible.
- Move slowly and with confidence.
- Comply with the individual's demands as long as they are reasonable.
- Administration will document actions and decisions concerning weapon incident.

Death of a Student/Staff Member at School

Emergency Procedure:

- Administration will call 911. Make sure the 911 operators understand that there has been a death at your school.
- If possible, stay on the line until you are instructed to disconnect by the 911 operators.
- Security personnel will secure the area and clear affected classroom(s)/hallway(s) of students.
- Evacuate the immediate area, segregate witnesses and protect the scene of the event.
- The personal belongings of the deceased should be removed and protected so that they can be given to the family at a later date.
- With direction from the police, administration will notify the deceased person's next of kin.
- Administration will be responsible for controlling the release of all information concerning death of staff member or student.
- The deceased family's wishes should be followed and the school liaison appointed by Administration should be in direct contact with the family.
- Issues regarding confidentiality and student's right to privacy should be maintained.
- Dispel rumors and refer all rumors to Administration so that they can be addressed in the debriefing session.

Death of Student or Faculty Member Outside of School

Emergency Procedure:

- Administration should initiate a chain phone calling system to inform all faculty and staff members of the tragedy and schedule an early morning meeting (faculty and staff). The phone call and morning meeting reduce the risk of faculty arriving at school uninformed.

The purpose of the faculty/staff meeting is threefold:

- To be sure faculty members are informed of the incident.
- To ensure that faculty/staff members know the facts surrounding the incident so they can dispel rumors and horror stories that may crop up during the day, and
- To announce any special schedule and/or events of the day.
- Substitute teachers, as necessary, need to be scheduled. They, too, need training before meeting with students.
- An end-of-the-day meeting should be held to evaluate and debrief the day's procedures as well as to identify further concerns for the days to come.

Classroom Procedure:

- Administration should announce the death of the teacher/student and the known facts of the death when deemed appropriate by Administration.
- Although distraught, faculty and staff members should remain as calm as possible and serve as a "source of strength" for students. Teachers, dealing with their own grief, may not know what responses to offer or may try to do too much. Students rarely expect perfect answers or controlled indifference but find teachers most helpful as emphatic listeners. Do not attempt to explain why a person dies (or has committed suicide).
- Refer all rumors to Administration so that they can be addressed in the debriefing session.
- Not all students will grieve or respond to death/suicide in the same manner. Some will want to relieve the hurt by discussion, others by avoiding the issue. Each person will experience a grieving process that is "normal" for him/her. These reactions are typical and should be affirmed by teachers. Time should be allowed to express their grief reactions in the classrooms and discussions. Students should be allowed to express their grief and discuss openly their feelings, fears, and concerns that surround the events.
- Teachers should refer to the school counselor any student who appears to have difficulty coping with the death of the teacher/student.
- Teachers will be informed of a location where they can send extremely upset students throughout the day for counseling or help in dealing with tragedy.

- The school should return to its regular schedule, even abbreviated as it relates to activities and assignments, as soon as possible. Teachers need not turn class sessions into group therapy or recreation times but may scale down expectations in response to change in energy levels.
- The personal belongings of the deceased should be removed and protected so that they can be given to the family at a later date.

Days Following a Death/Suicide Procedure:

- Individual and group responses to loss may remain intense for extended periods. Teachers should remain on the lookout for students who might show signs of depression related to the recent death/suicide. These students should be referred for counseling. Parents of depressed students should be contacted and invited to a special meeting to help their children understand and cope with his or her feelings. Warning signs that could suggest further difficulty for their children might be discussed, as well as sources for help.
- It is necessary for teachers and counselors to be alert for months after a suicide. Some students will deal with the loss and grief immediately, while others will let it fester and grow within themselves for months. The aftermath of suicide will often continue for up to two years. It is important that “high risk” students be carefully monitored for at least six months, with less intense, but continual, concern for one to two years thereafter.
- Suicide is on the rise, and it is unfortunate that school systems need to plan in advance for this type of event. The school counselor and Administration will present a plan for the school in order to aid the students, staff, administration, and community in dealing with such a tragedy. When carefully dealt with and openly planned for, it is our prayer that we can prevent further tragedies in the aftermath.

Media Coverage Procedure:

- The Head of School will be the official spokesperson for the district. All staffmembers should refer news personnel to the Head of School or designee.
- It is extremely important to have honest, accurate coverage of the incident reported to the media. Any personal references to the deceased should be checked and cleared with the family to avoid any problems in the community. The school’s sympathy should be reported.
- Do not allow student interviews by the media without parent permission and then only off campus.

Explosion

Definition: An explosion is a sudden violent release of energy from its contained environment.

Emergency Procedure:

- Administration will determine if the explosion endangers the school population.
- Administration will notify law enforcement by calling 911.
- Administration will evacuate the building, if warranted (1000 feet or more).
- First aid responder will render first aid, if necessary.
- The clerical staff will close all vaults and secure all records.
- The clerical staff will take the sign out lists for off campus check out of students.
- Teachers will take class roll in the RAPTOR App and document if someone is missing.
- Administration, on the advice of the Police/Fire Departments, will inform the students and staff when it is safe to reenter the building.
- In the case of inclement weather or delayed re-entry into the school building(s), the Head of School/designee must be informed prior to moving students/staff to the predetermined location.
- The Director of Operations will prepare a statement for the media.
- The Director of Operations will prepare a fact sheet to help those answering phones.
- Administration will document actions and decisions concerning the explosion incident.

Fallen Aircraft (Call 911)

Definition: A fallen aircraft emergency occurs when an aircraft falls near a school or on a portion of the school building.

Emergency Procedure:

- Call 911. Make sure the 911 operator understands the nature of the emergency. If possible, stay on the line until you are instructed to disconnect by the emergency operator.
- Keep staff and students at a safe distance, upwind from the fallen aircraft. Note in case of jet aircraft, the minimum safe distance is **1000** feet.
- Take actions as necessary to prevent injury or death to survivors.
- Determine if the aircraft is military or civilian.
- Render first aid, if necessary.
- Administration will document actions and decisions concerning fallen aircraft.

Fire

(Call 911)

Definition: A fire occurs when combustible materials ignite in the presence of oxygen and heat. A fire, in the building, or on the premises requiring evacuation.

Emergency Procedure:

- Sound the fire alarm or fire drill bell. This will implement the fire drill evacuation procedures.
- Call 911. Make sure the 911 operators understand the nature of the emergency. If possible, stay on the line until you are instructed to disconnect by the emergency operator.
- Evacuate immediately. Exit through the nearest safe exit using all available doors.
- Teachers will follow students out and stay with students.
- Teacher will take attendance in the RAPTOR App making note of missing students.
- Students and staff should not return to the building until Fire Department officials declare the area safe.
- Administration will ensure that evacuation routes are updated and posted in each room annually.
- Extinguish small fires if it is possible to do so without endangering lives.
- Render first aid, if necessary.
- Administration will be responsible for conducting fire drills annually.
- Administration will document actions and decisions concerning the fire incident.

Hazardous Materials Incident

Definition: A hazardous material is any substance chemical, biological, radiological, or explosive in a quantity of form, which may be harmful to humans, domestic animals, wildlife, economic crops or property when released into the environment.

Hazardous materials may be transported through Williamson County; therefore, hazardous materials accidents may occur as the result of human error or natural disaster. Disasters involving hazardous materials are likely to happen without warning. They are usually confined to a localized area and action should be taken to contain resultant spills as promptly as possible.

Off-Property Hazardous Materials Release

Emergency Procedure:

- Call 911. Make sure the 911 operator understands that there is a hazardous materials emergency. If possible, stay on the line until you are instructed to disconnect by the 911 operators.
- Administration will initiate shelter in-place plan. Tune into the emergency radio system regarding any type of emergency situation.
- Close all windows and doors. Stay in the building.
- Disable heating, ventilating, and air conditioning, including the exhaust system in the kitchen.
- Do not proceed outside unless directed. If required, take action to evacuate the building and if necessary, the school site. Stay upwind of the hazardous materials.
- Transfer of school-site must be approved, in advance, by the Head of School/designee or local authority having jurisdiction (i.e., fire department, civil defense, law enforcement).
- If evacuation becomes necessary, each teacher should take attendance on the RAPTOR App making note of missing students.
- First aid providers will render first aid if necessary.
- Do not approach a hazardous material area until a positive identification of material has been made.
- The site of a hazardous materials incident is to be isolated to the extent necessary as soon as possible.
- If positive identification of the material cannot be made, assume the material to be dangerous.
- The fire chief will be the on-scene commander during a hazardous material incident.
- Administration will determine if evacuation is necessary. If so, initiate evacuation procedure immediately.
- Keep all people upwind to avoid smoke, fumes, and dusts.
- Administration will document actions and decisions concerning hazardous materials incident.

Within The Facility Hazardous Materials Release

Emergency Procedure:

- Evacuate the contaminated area and seal it off.
- Attempt to identify the chemical.
- Determine the hazard level presented as reflected in the MSDS sheet
- If decontamination can be conducted with school assets, do so.
- If not, Call 911. Make sure the 911 operators understand that there is a hazardous materials emergency. If possible, stay on the line until you are instructed to disconnect by the 911 operators.
- Administration will initiate evacuation plan, **if necessary**. The Alert Signal is: FIRE DRILL SIGNAL.
- If necessary, evacuate the school site.
- Transfer of school-site must be approved, in advance, by the Head of School/designee or local authority having jurisdiction (i.e., fire department, civil defense, law enforcement).
- If evacuation becomes necessary, each teacher should call roll to account for students under his or her supervision and report missing students to Administration.
- Secretarial staff will take emergency logs, cards and sign-out sheets for off-site student release.
- The building shall not be re-entered until authorization is given by the fire department.
- First aid providers will render first aid if necessary.
- Administration will document actions and decisions concerning hazardous materials incident.

Hostage (Call 911)

Definition: Hostage-taking is a violent criminal offense involving the holding of individual(s) hostage, or exercising or attempting to exercise control over the individual(s) by the use of force or threat of force, or by other violent behavioral/verbal actions, which if carried out, would result in a departure from the organization's normal course of action by using the threat of violence to secure the fulfillment of certain demands. These situations are probably the least predictable and the most dangerous of the emergency situations that may confront the school principal.

Emergency Procedure:

- Call 911. Make sure the 911 operators understand that there is a hostage situation. If possible, stay on the line until you are instructed to disconnect by the emergency operator.
- Notify all teachers that you have an emergency situation using the predetermined signal. Please keep all students inside your classroom until further notice. All classroom doors should be locked at the sound of the emergency signal.
- Students and staff should move away from doors and glass.
- Notify all students outside their classroom (including those outside the school building) to report to the nearest safe classroom. All students should be brought into a locked area.
- Teachers should take attendance on the RAPTOR App making note of the students who are missing.
- If the hostage taker or armed person can be contained in one section of the building, students and staff should be evacuated from the building to designated safe area.
- Students and staff will not re-enter the building until the building has been evaluated and determined safe by the police department.
- If safety permits, a staff member should be directed outside the building to warn all approaching visitors of the danger.
- Administration will document actions and decisions concerning hostage incident.
- Don't attempt to negotiate with the hostage taker, leave this to the professionals.
- Do not allow any school or district leader on the phone with the hostage taker.

If Taken Hostage:

- Get word to the office (via word, note, or hand signals to passerby).
- If possible, remove students from the area.
- Do not try to disarm intruder.
- Keep calm.
- Direct students to be quiet and to sit away from intruder, windows, and exits.
- Police may be able to hear what is taking place and may enter the room at any time.

Intruder

Definition: An intruder is an individual in the building who has not followed established visitor procedures.

Any school personnel who observes a visitor in the building or on the school campus without a visitor's badge should call the office or notify the School Safety Officer. Administration/designee will determine if it is a serious situation.

General Procedure:

- All staff should stop strangers especially those without badges.
- Inquire as to their business in building.
- Direct stranger to the office and explain visitor's policy.
- If a stranger refuses to cooperate break contact and call the office.

Emergency Procedure:

- Call 911. Make sure the 911 operator understands that there is an intruder inside the school, whether the person is armed, his or her last known location, a description, and any other pertinent information. If possible, stay on the line until you are instructed to disconnect by the 911 operator.
- Notify all teachers that you have an emergency situation on the RAPTOR App. Keep all students inside your classroom until further notice.
- Take attendance on the RAPTOR App making note of any missing students.
- All classroom doors should be locked upon notification of the emergency.
- Teachers and students should move away from door and remain quiet and seated.
- Notify all students outside their classrooms to report to the nearest safe classroom.
- All doors should remain locked. Students and staff should remain seated and quiet until the all-clear signal is given or other instructions are forthcoming.

Media Interaction

Remember that the Head of School or designee are responsible for all media contact in an emergency situation. However, you may find yourselves in situations in which you may be questioned or speaking with the media.

Here are a few reminders:

- Plan to be quoted by name. Be very careful about going “off-the-record”.
- Never argue with a reporter about the value of a story.
- Keep a log of all facts given out with the times they were released.
- Do not release the names of victims until you know for a fact the families have been notified.
- Never speak before you know what you want to say.
- Don’t play favorites among the media. Distribute information evenly.
- Never flatly refuse information. Always give a good reason why it isn’t available.
- Be sure facts are, indeed, factual.
- Always know to whom you are talking. Get the reporter’s name and phone number in case you need to contact him or her later.
- Never falsify, color, or slant your answers.
- Be especially alert about photographs.
- Point out any acts of heroism by employees.
- If damage must be estimated for the press immediately, confine statements to a general description of what was destroyed.
- Accentuate the positive.

Medical Emergency (Call 911)

Definition: A medical emergency exists anytime a school incident exceeds the need for basic first aid.

Emergency Procedure:

- Call 911. Make sure the 911 operator understands that there is a medical emergency. If possible, stay on the line until you are instructed to disconnect by the 911 operator.
- Be prepared to state the nature of the emergency and location. Provide emergency medical personnel with any known information about the health concerns of the individual, medications, allergies, health care provider, etc.
- The principal or school nurse will contact the parents and inform them of any first aid or illness that occurs while the child is at school.
- Administer first aid.
- Do not give medication by mouth unless specifically ordered to do so by the physician and appropriately signed authorizations from the parent and physician are on file.
- First aid provider will stay with the student until dismissed to the parent or until returned to the classroom.
- In the event that a student is transported to a health-care facility, Administration will designate a school staff person to stay with the child until the parent is present.
- No seriously ill or injured student should be allowed to go home without being accompanied by a responsible adult.
- All medical incidents should be documented.

Natural Gas Emergency

Definition: A natural gas emergency occurs when natural gas escapes from its controlled environment.

Emergency Procedure:

- Call 911. Make sure the 911 operator understands that there is a natural gas emergency. If possible, stay on the line until you are instructed to disconnect by the 911 operator.
- Call the gas company at 800-817-8090
- Facilities manager will shut-off gas and electricity.
- Administration will initiate evacuation plan, if necessary.
The alert signal is: **FIRE ALARM SIGNAL.**
- If evacuation becomes necessary, each teacher should take attendance on the RAPTOR App making note of those who are missing.
- Administrative Assistants will have sign-out sheets for off-site student release.
- First aid providers will render first aid if necessary.
- Administration will document actions and decisions concerning natural gas incident.

Severe Weather

Tornado, Thunderstorm, Severe Winds, Flooding

Definitions: A severe weather alert occurs when the National Oceanic and Atmospheric Administration issues a severe thunderstorm warning, tornado watch, or tornado warning.

Severe weather watch means that weather conditions are such that a severe thunderstorm may develop. Severe weather warning means that a severe thunderstorm has developed.

Tornado watch means that weather conditions are such that a tornado may develop. Tornado warning means that a tornado has been formed and sighted.

Emergency Procedure:

- During severe weather, Administration should monitor appropriate weather radio systems.
- During a severe weather watch, Administration should implement evacuation from outside portable buildings to a sheltered position inside the school building.
- Lightning is a threat during any severe thunderstorm. School personnel should move students inside to safety if lightning is occurring.
- During a tornado warning, students and teachers should move to areas offering the greatest tornado resistance (see school plan). Students and teachers should be seated on floor with their backs to corridor walls.
- During a tornado warning students and staff should avoid cafeterias, gyms, or any room with a wide free span roof.
- Teachers should take attendance on the RAPTOR App making note of any missing students.
- The administrative staff will have use of the RAPTOR app for parent reunification as well as sign-out sheets for off-site student release.
- Officials in charge of athletic events should be aware of approaching severe storms or other weather-related emergencies. School officials should use the P. A. system to warn spectators of approaching severe weather. Game officials may stop play when unsafe weather conditions exist.

Visitors in the Schools

Administration has the overall responsibility and authority to regulate the admission of visitors and oversee their conduct while in the school or on school property. Administration also has authority to grant or deny a visitor's request to enter the school. Such decisions should be reasonable and consistent with both the needs of the school, its safety, and the right of the public to visit the school. If there is any doubt as to the legitimacy of the purpose of the visit, the visitor must be cleared by the Head of School or designee.

No salesman or solicitors shall be admitted to schools except when they have approval for the visit from the Head of School or Administration.

Visitors who violate established procedures regarding visits to schools, whose conduct or behavior in the school jeopardizes the safety of students or staff, or who endanger school property or interfere with the programs and activities of the school, are subject to immediate removal from the school property by order of Administration. Such visitors are also subject to arrest and prosecution where the law has been violated.

General Procedure:

- Greet visitors and offer help.
- Ask the visitor to report to the main office to sign in.
- A visitor entering a building shall be requested to provide one item of valid identification.
- The school receptionist or appropriate person on duty will record the date, time, name and destination of the visitor in the Raptor Badge system.
- When possible, conferences with teachers should be pre-scheduled so as not to interfere with instructional time. These meetings should be conducted in an area conducive to productive conferences. The teacher in consultation with Administration will designate the place for meeting. **Teachers will send a list to the main office indicating expected visitors and desired place for meeting.** These prescheduled meetings will take place as arranged. If the teacher expects the visitor to meet in the classroom, the office will issue the visitor a visitor's badge.
- Each visitor is to be informed that he/she must surrender the visitor's badge when leaving the building.
- The school receptionist or appropriate person shall record the time of departure in the raptor system.
- Signs should be posted in the lobby of the main entrance and on all outside doors informing visitors that they must stop at the office to register.
- To encourage stronger ties between home and school and to utilize parent teacher conferences to enhance the benefits to students, principals are encouraged to have teachers send home copies of when they are available for conferences.

SECTION III

SCHOOL/COMMUNITY

RESPONSE PLAN

INTRODUCTION

I. SITUATION

An act of violence on a school campus involving firearms, bombs or other devices which can inflict harm to students, staff or visitors. This situation would be of such scope that would be beyond the capability of school staff, school security and would require multi-agency response.

II. ASSUMPTION

During the normal school day staff and facility can handle routine emergencies. However, events with potential threat or actual harm through firearms or other devices being discharged, or threatened to discharge, and or hostage situations, would require response from all area Law Enforcement, Emergency Medical and Emergency Response Agencies.

III. COMMAND AND CONTROL

The Agency in charge of the evidence will be the Law Enforcement agency responsible for that area.

INCIDENT COMMAND

The first officer arriving on site will assess the situation at the school and assume command of the situation until relieved by someone of higher authority. The first Incident Commander (IC) will report to their dispatch the nature of the situation and request the necessary support from other agencies.

Upon arrival of first units, control of the situation information should be first priority:

1. Is the person or persons causing the harm still on site?
2. Injuries? How many? How severe?
3. Can they be reached safely by EMS?
4. Protection of students, staff and visitors
5. Where should they go?
6. How do they get there?
7. Who is responsible for their safety and accountability?

BE AWARE THAT THE CAMPUS HAS BECOME A CRIME SCENE AND TAKE PROTECTIVE MEASURES TO PRESERVE THE EVIDENCE.

SCHOOL OFFICIALS RESPONSIBILITY

- Place 911 Call and Report the situation. Stay on the line with 911 Operator to give additional information.
- Ensure the students, staff, and other campus visitors are moved to a safe place. This may be in a building if the incident is outside, or it may require the evacuation of the building if the incident is inside.
- Maintain control and accountability of the students and staff.
- Keep open phone lines for emergency calls.
- Establish contact with first arriving law officer and report the situation.
- Provide Emergency Action Kit to appropriate personnel as needed.
 - Floor Plans of all buildings with the following info:
 - Location of lockers
 - Electrical power systems
 - Gas main shut-offs
 - PHONE NUMBERS OF ALL PHONES AND THEIR LOCATION.
 - Campus layout showing each building and all roads
 - Aerial photos
 - Emergency contact numbers for staff
 - Evacuate and transport students and faculty to a pre-determined location. School staff will account for all students and meet students and meet parents to pick up students.

Be prepared to handle outside media with live telecast from many stations. This will require a great deal of coordination and be a major control factor if not handled properly.

STUDENT VEHICLES ON CAMPUS

- Because of safety concerns, students should be discouraged from leaving the campus in their cars until situation is under control.
- Traffic conditions will be extremely hazardous during an incident and allowing students to enter the traffic flow will only add to the confusion.

ROAD BLOCKS AND TRAFFIC CONTROL

NOTE: Traffic will be a major problem during an incident. Parents will be trying to get to the schools in large numbers. Emergency vehicles will need unrestricted access. Some vehicles will likely be abandoned in the road and require towing.

- First concern should be safety of the traffic from any harm from the incident, i.e. gun fire, bomb blast, etc.
- Initially traffic may be blocked and detour routes may be established around the school.

Decision to BLOCK TRAFFIC on roads adjacent to school campus should take into consideration the following:

- Intensive manpower and lots of time.
 - Could hinder access of emergency traffic to and from the school.
 - Is it safe for traffic to continue adjacent to the school campus?
 - Should roadblocks begin on campus and expand outward as necessary and as manpower becomes available?
 - Develop a traffic pattern on campus to accommodate emergency traffic and allow the entrance and exit of school buses if school has to be evacuated.
-
- Isolate the campus and designate safe areas that are away from harm if possible.
 - Officers may be placed at intersections along the detour area to prevent access and allow emergency vehicles access to school.
 - As the campus situation becomes contained and under control - traffic will be allowed to resume adjacent to the school but access to the campus limited by law enforcement.

FAMILY ASSEMBLY

- If necessary, an area should be established on campus that allows parents to assemble to obtain information about the safety of their children.
- A school official should be present to keep the parents informed.
- The Incident Commander should defer to a law enforcement agency that is assisting with this situation.

WITNESS HANDLING

- All witnesses should be brought to a suitable area to be interviewed.
- An area away from the school should be established to hold any witnesses until their parents can be contacted.
- A school official should accompany the students that witnessed the incident to this location and maintain accountability until the Law Enforcement Agency in charge releases them to their parents.

Maps and Facilities Information

Evacuation Locations

Evacuation: A minimum safe distance of 500 feet is required during fire evacuation, 1000 feet for bomb threats and other hazards. Students and staff must all be accounted for during evacuations. Fire evacuation routes must be posted in each classroom.

Fire Evaluation: Predetermined location in Parking Lot or Fields. (Follow posted routes)

Outside On-Site Evacuation Location

Practice Football Field

(on the back side of the property, adjacent to Chisholm Trail)

Inside On-site Evacuation Location

Central Baptist Church Worship Center

512-388-3408 Main Number

512-699-4300 Kathy Walker

815-260-7153 Rene Mitselfelt

Off-Site Evacuation Location

Good Hope Baptist Church

207 Chisholm Trail

Round Rock, Texas 78665

512-255-3017

Alternate Location

Texas Baptist Children's Home

1101 North Mays Street

Round Rock Texas 78664