

SAFETY PROGRAM

The Superintendent will cause the formation of a Joint Loss Management Committee as required by RSA 281-A: 60: and an Emergency Response Plan that conforms to the national Incident Command System.

The practice of safety shall also be considered a facet of the instructional plan of the District school by incorporating educational programs in traffic and pedestrian safety, fire prevention, emergency procedures, etc., appropriately geared to students at different grade levels.

The Principal shall be responsible for the supervision and implementation of a safety program for his/her school. General areas of emphasis shall include, but not be limited to: in-service training; accident record keeping; plant inspection; driver and vehicle safety programs; fire prevention; catastrophe planning; and emergency procedures and traffic safety problems relevant to students, employees. The Principal shall be responsible for developing student safety procedures to be used on school buses, school grounds (including playgrounds) during authorized school activities (such as field trips) and within the school building (including classrooms and laboratories), off school grounds during school sanctioned activities (including but not limited to, work-based learning and internships), and in the use of online resources. The safety plan shall be on file in the district building and in the SAU office.

Failure to adhere to the safety program will result in:

1. First offense – documented verbal warning by the Principal;
2. Second offense - formal written warning by the Principal;
3. Third offense – suspension from employment without compensation for one (1) week;
4. Fourth offense – termination from employment.

The employee who has incurred the infractions has the right to appeal the Principal's decision to the Superintendent of Schools.

The employee who has incurred the infractions, subsequently, has the right to appeal the Superintendent of School's decision to the School Board.

Legal References:

RSA 200:40, Emergency Care

RSA 281-A: 64, III, Worker's Compensation, Safety Provisions; Administrative Penalty

NH Code of Administrative Rules, Section Ed 306.04(a)(2), School Safety

NH Code of Administrative Rules, Section Ed 306.04(d), School Safety Procedures

Adopted: June 9, 2003

Revised: September 8, 2008

Revised: April 27, 2009

SCHOOL ADMINISTRATIVE UNIT 79

EBBB

ACCIDENT REPORTS

In case of accident, the teacher or staff member who witnesses the accident must report the accident to the school nurse and fill out an accident form on the day of the accident.

The report must be given to the principal, in writing, within 24 hours after the accident. Any accident requiring the attention of a physician must be reported to the Superintendent within 24 hours after the accident, for notification to the insurance carrier and analysis for loss control.

1st Reading: May 27, 2003
2nd Reading: June 9, 2003
Adopted: June 9, 2003
Reviewed: August 10, 2010

EMERGENCY CARE AND FIRST AID

All school personnel have responsibilities in connection with injuries and emergencies occurring in school and at school-sponsored events, which may be classified as follows: (1) administering first aid; (2) summoning medical assistance; (3) notifying administration; (4) notifying parents; and (5) filing accident/injury reports.

School personnel must use reasonable judgment in handling injuries and emergencies. Caution should be exercised not to minimize or maximize any injury or illness. All personnel will understand the proper steps to be taken in the event of an injury or emergency.

The Superintendent will ensure that at least one other person on staff, aside from the school nurse, has current first aid and cardiopulmonary certification (CPR). If the school nurse or licensed practical nurse is not available, the person(s) who have current first aid and CPR certification is authorized to administer first aid and CPR as needed.

The school will obtain, at the start of each school year, emergency contact information of parents or legal guardian for each student and staff member. See appendix JLCE-R for a sample form.

The school physician, school nurse, or specially trained staff members shall assist in the treatment of injuries or emergency situations. Such individuals have the authority to administer oxygen in case of a medical emergency, if available and if appropriate. This authorization extends to administering oxygen to students without prior notification to parents/guardians.

Additionally, the school physician, school nurse, or specially trained staff members may also administer epinephrine to any student in case of a medical emergency, if appropriate. This authorization extends to administering epinephrine without prior notification to parents/guardians.

For significant injuries, the staff person witnessing the event must fill out an accident report, which must be submitted to administration so that he/she is informed and a basis is established for the proper processing of insurance claims and remediation if necessary.

The District makes it possible for parents to subscribe to student accident insurance at low rates. This program is offered each year during September. The District does not provide student accident insurance.

Legal References:

RSA 200:40, Emergency Care

RSA 200:40-a, Administration of Oxygen by School Nurse

NH Code of Administrative Rules, Section Ed. 306.12(b), School Health Services

Adopted: June 9, 2003

Revised: September 8, 2008

SCHOOL ADMINISTRATIVE UNIT 79

EBC

CRISIS PREVENTION AND RESPONSE

The Board recognizes that schools are subject to a number of potentially dangerous events, such as natural disasters, industrial accidents, acts of terrorism, and other violent events. The Board is committed to the prevention of these events, to the extent possible, in the schools and at school-sponsored activities.

In conjunction with Policies ADD and EBB, the superintendent will develop a Crisis Prevention and Response Plan. The Superintendent will review school district programs and activities, assess the district's security and safety needs, and review Board policies, administrative regulations, response plans and procedures.

The Superintendent will develop administrative regulations that ensure development and implementation of the district's plan.

Legal References:

RSA 189:64, Emergency Response Plans

RSA 193-D, Safe School Zones

RSA 193-F, Pupil Safety and Violence Prevention

NH Code of Admin. Rule, Section Ed. 306.04 (a) (2), Promoting School Safety

1st Reading: July 9, 2013

2nd Reading: August 13, 2013

Adopted: August 13, 2013

SCHOOL ADMINISTRATIVE UNIT 79

EBBD

INDOOR AIR QUALITY

In order to ensure that all school buildings have adequate indoor air quality, the Board directs the Superintendent to address methods of minimizing or eliminating emissions from buses, cars, delivery vehicles and other motorized vehicles. The Superintendent may delegate the implementation of these methods to the building principal. The Board encourages the Superintendent to utilize methods and recommendations established by various State agencies.

In addition to addressing methods eliminating emissions, the building principal is directed to annually investigate air quality in the school building using a checklist provided by the New Hampshire Department of Education.

In support of this policy, the Superintendent is authorized to establish regulations and/or administrative rules necessary to implement anti-idling and clear air measures aimed at improving indoor air quality.

1st Reading: October 12, 2010
2nd Reading: November 9, 2010
Adopted: November 9, 2010

SCHOOL ADMINISTRATIVE UNIT 79

EBCA

EMERGENCY PLANS

The Superintendent shall (a) make recommendations for needed policy statements to the Board; (b) designate a staff member to act as school emergency coordinator and as chairman of the school emergency plan review board; and (c) coordinate an Emergency Response Plan with the appropriate local emergency personnel.

Adopted: December 13, 1999
Reviewed: June 9, 2003
Reviewed: August 10, 2010

SCHOOL ADMINISTRATIVE UNIT 79

EBCB

EMERGENCY EVACUATION DRILLS

Emergency evacuation drills will be scheduled by the Principal working with the Fire Department throughout the school year. The purpose of an emergency evacuation drill is to train students, under staff direction, to move safely, quickly, and quietly from any location within the building to an assigned evacuation area outside and/or off campus.

Adopted: December 13, 1999
Reviewed: June 9, 2003
Reviewed: August 10, 2010

SCHOOL ADMINISTRATIVE UNIT 79

EBCC

BOMB THREATS

In the event of a call or notice to the effect that a bomb has been placed in a school or any other District building or establishment, the following procedures are required:

1. Immediately after receiving a call, the Principal should be notified. The person receiving the call should write down what was said, the time of the call and any other information.
2. Immediate evacuation of the school or building will be conducted. Nothing should be brought out of the building.
3. If a thorough search has been conducted and nothing found, the Principal should be notified by the senior member of the local protective department that re-entry will be permitted.
4. Investigation of the incident should be made by the local police department.
5. After the investigation, the decision regarding appropriate action under the circumstances will be made by the Principal, after consultation with the Superintendent.

Any decision concerning the dismissal of school pupils and subsequent action after the above procedures have been followed is the prerogative of the Superintendent.

Persons calling in "Bomb Scares" and/or false fire alarms will be subject to arrest and suspension from school pending School Board action.

1st Reading: May 27, 2003
2nd Reading: June 9, 2003
Adopted: June 9, 2003
Reviewed: August 10, 2010

SCHOOL ADMINISTRATIVE UNIT 79

EBCE

SCHOOL/EMERGENCY CLOSINGS

The Superintendent, or designee, is empowered to close the District School or to dismiss early in the event of hazardous weather or other emergencies, which threaten the health or safety of students and personnel. Students, parents, and staff shall be informed, via by the Student/Family Handbook, each school year of the procedures involving emergency school closings or evacuations. When schools are closed for emergency reasons, staff members shall comply with Board policy in reporting for work.

Adopted: December 13, 1999
Reviewed: June 9, 2003
Reviewed: August 10, 2010