

Blue Valley School District

Safe Schools Plan



**Prepared by: Safety and Security Department
Blue Valley School District
15020 Metcalf Avenue
Overland Park, Kansas 66283**

MESSAGE FROM THE SUPERINTENDENT

Dear Colleagues,

The Blue Valley School District is committed to promoting and fostering a safe learning environment in and around all of our schools. We recognize that learning is adversely affected when students and teachers feel unsafe.

The Safe Schools Plan offers an all-hazards approach to crisis planning in our district. After reviewing this plan, you will find it easier to prevent, mitigate, respond to and recover from the wide range of emergencies that can occur in a school environment.

Unfortunately, in today's world, the topic of safety in schools immediately conjures up tragic images of school shootings. Studies of these past violent incidents have shown the vast majority of perpetrators were part of the student population. These students felt disenfranchised and developed a plan to retaliate with violence against fellow students, teachers and administrators. Oftentimes, they shared their plans with peers prior to carrying them out.

Based on this data, we have established a security strategy that seeks to develop and foster trusted adult relationships with every student in every school building. We believe every student should have a caring adult in their school they can turn to for help or to deliver information regarding pending violent action.

Blue Valley employees are expected to be vigilant and report any behavior, conversation, electronic communication, writings, drawings or other activity that is in any way predictive of future violence. With firmly established, trusted adult relationships, you will find easier access to this type of information.

The safety and security of all Blue Valley students, staff and visitors is of paramount importance. Ensuring a safe learning environment is the shared responsibility for all Blue Valley staff. Please take some time to read this plan and share its contents with your fellow employees.

Sincerely,

Dr. Todd White
Superintendent of Schools

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EMERGENCY COMMUNICATIONS

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

COMMUNICATION OPTIONS:

- ✓ **Public Address System:** The public address system (P.A.) is a common means of communicating with the occupants of an entire school building at one time.
- ✓ **Regular School Telephones:** These telephones are located throughout every school building, including every classroom.
- ✓ **POTS Line Telephones:** These telephones are strategically placed in every school building, with at least one in a severe weather shelter. The specific locations of these telephones can be found on building maps by accessing the T-Drive – A Team – Administrators Documents – PLEXAR Phone Numbers -N-Locations.
- ✓ **Personal Cell Phones:** Administrators may choose to collect the cell phone numbers of their staff for emergency communication purposes. Group texting applications are available should it be necessary for an administrator to send an all-staff message.
- ✓ **Portable Radios:** The Safety and Security department manages the portable radio system for the district. Every school should have a supply of portable radios, strategically placed throughout the building should they be needed for emergency communication. Anytime students are outdoors, at least one staff member accompanying them should be carrying a portable radio.
- ✓ **Police Portable Radios:** Campus Officers, SRO's, the Superintendent and the Director of Safety and Security have portable radios capable of direct communication with emergency responders.
- ✓ **Email:** Email may be used to communicate important messages to staff during a crisis. Oftentimes, it will be necessary to precede the email with a P.A. announcement as staff members may not be actively monitoring their email.

CALLING 911

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

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

WHO TO CALL FOR EMERGENCY DURING SCHOOL

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

AND

Safety & Security Department.....**239-4007/4303**

AND

Assigned District Office School Administrator

WHO TO CALL FOR AFTER HOURS EMERGENCY

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

AND

Blue Valley Schools On-Call Responder.....**(816) 835-5550**

AND

Immediate Supervisor

District on-call personnel are assigned to respond to building emergencies during non-business hours. These emergencies include fire alarms, intrusion alarms, damage to buildings, etc. Upon connecting to this number you will be asked to provide your telephone number. Your call will be returned promptly.

Based on the nature of the emergency, your immediate supervisor will determine if additional notifications and/or resources are needed. In any event, the supervisor will advise the Safety and Security Director of the incident.

SAFETY AND SECURITY CONTACTS

Resources:

Dan Carney.....	239-4303
Director of Safety and Security	
Kim Vega.....	239-4007
Administrative Assistant (Employee Badges, Card Access)	
Chlo Rizzo.....	239-4022
Campus Police Supervisor	
Sid Cumberland.....	239-4244
Risk Manager (Worker's Comp, Insurance, Air Quality, Bloodborne Pathogens, CPR/AED)	
Mark Dziedzic.....	239-4122
Security Technician (Intrusion Alarms, Card Access, Cameras)	
John Inman.....	239-4304
Security Technician (Intrusion Alarms, Card Access, Cameras)	

Safety & Security can provide assistance with the following:

Criminal Activity	Tornado Drills
Suspicious Activity	Lockdown Drills
Student Residency Investigations	Fire Drills
Suspicious Person	Flight Team
Suspicious Packages	Card Access Problems
Suspicious Cars	Alarm Problems
Bomb Threat	Camera Problems
Weapons	Event Security
Strange or Concerning Behavior	Emergency Responder Issues
Blue Valley Campus Police	Employee Injuries
School Resource Officers	Employee Safety Issues
Bloodborne Pathogens	Workers Compensation
Parking Lot/Traffic Safety	Property & Liability Claims
Playground Safety	Indoor Air Quality

HELPFUL CONTACTS

Blue Valley School District:

District Office.....	239-4000
Superintendent's Office	239-4020
Safety & Security Department	239-4007
Director of Safety & Security	239-4303
Blue Valley Campus Police Captain.....	239-4022
Blue Valley On-Call Responder (After Hours).....	816-835-5550

Police/Fire Non-Emergency:

Johnson County Sheriff Non-Emergency ...	782-0720
Leawood Police Non-Emergency	642-5555
Olathe Police Non-Emergency.....	782-0720
Overland Park Police Non-Emergency.....	895-6300
Overland Park Fire Department Administrative Offices	888-6066

Area Hospitals:

Children's Mercy South Hospital	696-8000
KU Medical Center.....	588-1227
Marillac.....	681-5437
Menorah Medical Center	498-6000
Olathe Medical Center	791-4200
Overland Park Regional Medical Center	227-0506
Saint Joseph Health Center	816-942-4400
Saint Luke's South Hospital	317-7000
Shawnee Mission Medical Center	676-2000

Other:

Johnson County Emergency Management.....	782-3038
Durham School Bus Company.....	681-2492
Poison Control Center.....	800-222-1222
American Red Cross Emergency Services	816-931-8400
Disaster Duty Officer Pager.....	816-346-0950

Web Sites:

www.noaa.gov

www.jocoem.org

www.dhs.gov/dhspublic

www.kbi.ks.gov/registeredoffender

www.cdc.gov

National Weather Service

Johnson County Emergency Management

Department of Homeland Security

State of Kansas Registered Offender

Centers for Disease Control

HELP FOR KIDS AND FAMILIES

Department for Children and Families (<i>DCF</i>).....	826-7300
To Report Abuse.....	1-800-922-5330
Johnson County Mental Health Center.....	826-4200
24 hour Emergencies.....	268-0156
Johnson County Interfaith Hospitality Network.....	345-2121
<i>(Runaway & Homeless Youth/Families in Crisis)</i>	
Sunflower House (<i>Child Abuse Prevention Center</i>).....	631-5800
Safe Home (<i>24 hours</i>)	262-2868
<i>(Prevention of sexual/domestic violence and abuse)</i>	
Family Focus.....	826-4200
<i>(Help for Families of Children with Severe Emotional Disabilities)</i>	
Juvenile Intake and Assessment Center (JIAC)	715-7350
JIAC Case Management.....	715-7300
MOCSA Hotline (24 hrs).....	816-531-0233
<i>(Metropolitan Organization to Counter Sexual Assault)</i>	
District Attorney's Office.....	715-3000

Psychiatric and Drug/Alcohol Assessment:

Marillac (<i>Overland Park - 24 hours</i>).....	681-5437
Shawnee Mission Medical Center.....	676-2000
Two Rivers Hospital (<i>Raytown</i>).....	816-356-5688

MANDATED REPORTING

CHILD ABUSE AND NEGLECT

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

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

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

Law Enforcement (Campus officer, SRO or other local police officer)

DCF closed for the day? It is only necessary to contact:

Law Enforcement (Campus officer, SRO or other local police officer)

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

CRIMINAL ACTIVITY

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

Law Enforcement (Campus officer, SRO or other local police officer)

When in any doubt whatsoever as to how to proceed in these matters, employees should contact the Blue Valley Director of Safety and Security or their assigned District Office Administrator.

VIOLENCE PREVENTION

The Blue Valley School District is dedicated to maintaining a safe and secure academic environment. The district's violence prevention philosophy is grounded in two basic concepts:

1. Fostering **Trusted Adult Relationships** with Students

Past incidents of school violence have revealed a perception on the part of many perpetrators that no one was interested or cared about them. All school employees are asked to participate in ensuring that no student is without a trusted adult to whom they can turn for help or to deliver information pertaining to the safety of their school.

2. **Identifying, Assessing and Managing** Potentially Violent Individuals

IDENTIFY

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

ASSESS

Building administrators are responsible for ensuring that an individual who has exhibited threatening or other concerning behavior is effectively assessed regarding his/her potential for violent activity. Assessments should be comprehensive and will often include parental input, review of past behavior, current observations, and interviews with the individual. Assessments are conducted by a building administrator in collaboration with the Safety and Security department and other appropriate district or law enforcement personnel.

MANAGE

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

Everyone in the school community is encouraged to be vigilant and report any statement, activity or behavior that is in any way suggestive of future violent action.

WHAT CAN YOU DO?

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

TO CONSULT ON MATTERS OF SAFETY & SECURITY CALL:

913-239-4007

TIPS APP FOR TEENS

High Schools: The Greater Kansas City Crime Stoppers has provided our high school communities free access to the P3 TIPS Mobile App for reporting information pertaining to the safety and wellbeing of students and staff.

Once the app is downloaded onto their cell phones, students can anonymously submit information to TIPS Hotline operators. Operators are on duty 24 hours a day and will relay the information to pre-designated school officials and/or local police depending on the urgency of the matter.

Note: The P3 TIPS Mobile App (blue logo) should not be confused with the P3 Campus App (green logo).

FRONT DESK SECURITY

Blue Valley employees assigned to the front desks of administrative offices throughout the district are the gatekeepers to our buildings. Front desk personnel are often an important key to a successful resolution of any building crisis.

SECURE ACCESS (BUZZER) SYSTEMS

- ✓ Once the school day begins, visitors to a school building will utilize the buzzer system located at the main entrance. Visitors will be expected to show a government issued I.D. and give a reasonable explanation for the purpose of their visit. After this screening process, the administrative assistant will determine whether to allow entry.
- ✓ If multiple persons present themselves for entry at one time, the administrative assistant will screen each person before unlocking the door for entry.
- ✓ Should a visitor raise any suspicions after passing through the first entry door, the administrative assistant may employ the on-demand lock to prevent them from entering the office.
- ✓ Once in the office, visitors will sign in and be issued a visitor badge to wear for the duration of their visit.
- ✓ Administrative assistants should call their assigned SRO/campus officer or 911 if a visitor poses a threat of any kind to the safety of students or staff.

EMERGENCIES

- ✓ When an emergency situation develops, take a few deep breaths – more oxygen to the brain will help you think more clearly and remain calm.
- ✓ Calmly assess the facts of the situation and determine a course of action. (A thorough review of your building's emergency plan in advance will assist you in determining the appropriate next steps.)
- ✓ Call 911 if appropriate for police, fire or emergency medical response.

HANDLING ANGRY PEOPLE

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

BUILDING ADMINISTRATOR EMERGENCY PLANNING DUTIES

The building administrator is responsible for maintaining an effective state of emergency preparedness in their assigned school. This preparedness should be in accordance with the guidelines of this Safe Schools Plan, Board of Education policies and guidance of the Safety and Security department.

In the event of an emergency, the principal will assume immediate responsibility for the on-scene direction and control of crisis situations. The District Office Crisis Team (DOCT) First Responders will support the principal upon arrival at the site.

BUILDING ADMINISTRATOR RESPONSIBILITIES:

- ✓ Maintain and distribute a site specific emergency plan at each building. This plan should incorporate the best practices available to ensure the safety and security of students and staff. This plan will be updated at least annually and submitted to the Safety and Security department at the start of each school year.
- ✓ Establish and manage a building crisis response team (CRT). Ensure this team meets on a regular basis throughout the school year for training sessions which should include discussing responses to a full spectrum of potential crisis situations. All CRT members should possess a current certification in CPR and AED use.
- ✓ Assign back-up personnel for the critical positions on the CRT as well as positions noted in the building's emergency plan to ensure a redundancy in the event of employee absences.
- ✓ Conduct emergency drills as prescribed by the Kansas State Fire Marshal's Office, i.e., 4 fire drills, 2 tornado drills and 6 crisis drills.
- ✓ Ensure Emergency/Lockdown Procedures posters are posted in every classroom and any other rooms where applicable.
- ✓ Assign staff members to monitor each entrance as students arrive for school in the morning. These staff members should be vigilant and immediately report any unauthorized persons who attempt to enter the building.
- ✓ Plan primary and alternate routing within the school facility for fire drills, tornado drills and evacuations.
- ✓ Ensure shelter-in-place, fire exits and severe storm shelters are identified and properly signed.

- ✓ Identify primary and alternate assembly areas outside the building for use during evacuations.
- ✓ Identify a safe haven within walking distance should students be required to evacuate the building in inclement weather.
- ✓ (High Schools) Establish a plan for the evacuation of students in the swimming pool, with special consideration given to outside temperature. The plan may include moving these students to District vans for shelter, an emergency stock of towels or blankets, etc.
- ✓ Identify primary care givers and alternates who will be responsible for the organization, protection and movement of the special needs population during emergency operations and drills.
- ✓ Maintain portable daily attendance rosters, visitor sign in logs and emergency contact numbers list for use during sheltering, evacuation and off campus events.
- ✓ Ensure that several staff members are instructed in the process of shutting off the building's utilities to include the HVAC system, gas, water and electricity.
- ✓ Ensure emergency kits are updated and strategically placed in each classroom.
- ✓ Ensure appropriate ambulatory equipment/evacuation kits for handicapped and special needs population are readily available.
- ✓ Maintain working inventory of portable radios sufficient for strategic use on the property.
- ✓ Maintain a working weather radio.
- ✓ Post Blue Valley Safe Schools Hotline posters in conspicuous locations in school building.

DISTRICT OFFICE CRISIS TEAM

When a school experiences a crisis or emergency, the principal, or their designee, will notify the District Office. District Office personnel receiving this notification will immediately notify one of the following.

Superintendent's Office	239-4020
Deputy Superintendent's Office	239-4175
Assistant Superintendent's Office	239-4082
Director of Safety and Security	239-4007

DISTRICT OFFICE CRISIS TEAM:

Superintendent
Executive Cabinet
School Administration Team
Director of Safety and Security
Director of Operations and Maintenance
Director of Food Service

Once informed, the Superintendent or his designee may elect to activate the **District Office Crisis Team (DOCT)** to resolve a problem or issue. This determination will be made based on the nature and scope of the problem. The DOCT is available for activation on a scalable basis for any crisis or emergency involving Blue Valley schools. Additional personnel may be incorporated into the Crisis Team as deemed necessary by the Superintendent.

The Superintendent's office is designated as the Blue Valley School District **Emergency Operations Center (EOC)**. The Superintendent and the DOCT will direct Blue Valley emergency operations from this location.

In a crisis situation, the DOCT should report to the EOC **only upon request** from the Superintendent or his designee. DOCT members who are not First Responders or not requested to report should ensure their availability to respond to the EOC until termination of the situation.

DOCT FIRST RESPONDERS

Director of Safety and Security
Assigned Executive Director of School Administration
Executive Director of Communications or Designee

DOCT First Responders are a mobile team that can quickly move to the scene of a crisis to provide guidance and support in resolving the incident. It is imperative that only the DOCT First Responders or their designees report to the scene of the crisis to avoid confusion, miscommunication and logistical problems. Additional DOCT members or other personnel should report to the scene only by direction from the EOC.

DOCT FIRST RESPONDERS INCIDENT COMMAND

INCIDENT COMMANDER: Exec. Director of School Administration

- ✓ Acts as the Blue Valley on-scene incident commander and as such is responsible for the on-scene direction of the emergency response.
- ✓ Responsible for maintaining an open line of communication with the EOC to ensure the transmission of frequent and accurate status reports.
- ✓ Establishes an on-scene command post to facilitate communication with other agency's incident commanders.
- ✓ Assesses need for additional staff, equipment and evacuation/relocation. Conveys requests for additional staff, vehicles, equipment, food, water, nurses, etc.
- ✓ Develops and directs new or revised courses of action as necessary.
- ✓ Announces termination of the emergency and directs recovery as needed.
- ✓ Performs other duties as necessary.

OPERATIONS & SAFETY COMMANDER: Director of Safety & Security

- ✓ Acts as the Blue Valley on-scene operations and safety commander to investigate, assess and resolve the crisis.
- ✓ Acts as the district's primary liaison to the police/fire emergency responders throughout the incident.
- ✓ Assists in the briefing and direction of other Blue Valley district emergency responders such as the Flight Team.
- ✓ Locates and assigns staff to perform various tasks during the emergency.
- ✓ Responsible for the implementation of emergency responses such as coordinating search teams, lockdown, shelter in place, evacuation and relocation.
- ✓ Perform other duties as necessary.

PUBLIC INFORMATION OFFICER: Exec. Director of Communications or Designee

- ✓ Controls and coordinates all on-site media activities.
- ✓ Serves as the primary initial district media contact at the scene.
- ✓ Responsible for coordinating efforts with the PIO's of all participating agencies.
- ✓ Responsible for releasing or coordinating the release of information to families, community members and the media during a crisis. Permission for release of information comes from the Incident Commander or the District Office EOC.
- ✓ Responsible for either making or arranging for initial district statements to press and informing EOC of media activities.
- ✓ Will assist in establishing a press area away from the building, its occupants and emergency responders.
- ✓ Arranges district interviews and press conferences in coordination with participating agencies.
- ✓ Monitors all media activity during the emergency and alerts appropriate entities of developing stories, problematic issues and anticipated subjects of future inquiry.
- ✓ Performs other duties as necessary.

CRISIS RECOVERY

The duration and complexity of the recovery phase of a crisis situation in the Blue Valley School District is entirely dependent upon the severity and scope of the occurrence. The superintendent, his immediate staff and their designees will direct the recovery phase of any large scale crisis.

RECOVERY ACTIONS

- ✓ Quickly and effectively address the emotional, mental and physical issues of students and staff caused by the crisis or emergency.
- ✓ Utilize the publication, *Crisis Response – A Guide for Crisis Response Teams*, which delineates specific protocols to assist those who have experienced mental trauma as a result of a school emergency or crisis situation. This plan is applicable to major traumatic events as well as more simple anxiety-producing situations.
- ✓ Clean, repair and/or replace the physical structure to restore it to service.
- ✓ Re-establish a safe academic environment for those affected by the crisis or emergency.
- ✓ Return teachers and students to the classroom as soon as possible.
- ✓ Conduct a de-briefing of all involved entities in order to improve future prevention, mitigation, response and recovery.

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

FLIGHT TEAM

WHAT IS THE FLIGHT TEAM?

- ✓ A district-wide crisis team of Blue Valley employees trained to respond to emergency situations in the Blue Valley School District and its community.

WHAT ARE THE CAPABILITIES OF THE FLIGHT TEAM?

- ✓ Certified as a Community Emergency Response Team (CERT) by the Overland Park Fire Department. Proficient in emergency response tactics such as light search and rescue, first aid, disaster triage, radio communications and rescuer organization.
- ✓ Trained in the techniques of the National Organization of Victims Assistance and Nonviolent Crisis Intervention by the Crisis Prevention Institute, Inc.
- ✓ Trained in emergency response protocols specific to Blue Valley Schools.
- ✓ Individual professional certifications as counselors, school psychologists, administrators and police officers.

WHAT ARE TYPICAL USES OF THE FLIGHT TEAM?

- ✓ Available for use in any crisis situations that exceed the capabilities of a specific building. Will “fill in the gaps” during a crisis which allows the faculty and staff of a building to continue with their daily responsibilities.
- ✓ Typically used for a wide variety of tasks to include operating grieving centers, answering telephones, accompanying families to hospitals, searching buildings, assisting in evacuation/relocation, assessing at risk students and recovery from traumatic incidents.

HOW IS THE FLIGHT TEAM ACTIVATED?

- ✓ Notify the Director of Safety and Security, the Assistant Superintendent of Special Education or the Superintendent’s office. May also be activated at the request of the District Office first responders to a crisis or emergency situation.

WHO SUPERVISES THE ACTIONS OF THE FLIGHT TEAM?

- ✓ An on-site Flight Team coordinator will be identified who will direct the actions of the Flight Team in support of the building administrator.

SEVERE THUNDERSTORM

SEVERE THUNDERSTORM WATCH & WARNING

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

ACTIONS:

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

LIGHTNING

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

- ✓ Lightning is visible.
- ✓ Thunder can be heard.
- ✓ The location of the activity is under a severe thunderstorm warning or tornado warning issued by the National Weather Service.
- ✓ A lightning report from the district's lightning detection system (Strike Guard) has been received by pager, cell phone or email.
- ✓ Wait 30 minutes after the lightning sighting or thunder clap, or 15 minutes after an "All Clear" message is received from Strike Guard.

TORNADO

TORNADO WATCH

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

ACTIONS:

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

TORNADO WARNING

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

ACTIONS:

- ✓ Discontinue educational process.
- ✓ All persons will proceed quickly to one of the designated severe storm shelters within the building.
- ✓ Evacuate mobile classrooms as quickly as possible and move students to severe storm shelters.
- ✓ Verify attendance in area of refuge and account for missing persons. Arrange and supervise students in classroom groups. Maintain a quiet and controlled environment.
- ✓ Utilize the landline telephone as an option to communicate with emergency services or the District Office. (No need to dial “9” or an area code.)
- ✓ Monitor weather advisories via radio, television, or Internet in the storm shelter.
- ✓ Survey the building for damage after the storm to ensure safety of occupants.

The tornado sheltering procedure is to be discontinued only upon the expiration of the tornado warning by the National Weather Service. (<http://www.nws.noaa.gov>)

AFTER A TORNADO

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

WEATHER RADIOS

A weather alert radio is located in the administrative office area at each school. When a weather watch or warning message is broadcast on this radio, a building administrator should be notified as soon as possible. Building administrators should communicate with their staff throughout the day when a severe thunderstorm or tornado warning is a possibility.

Office staff should have a working knowledge of how to operate the weather radios. The National Weather Service broadcasts a test message once a month on the first Wednesday at 11:00 AM to ensure weather radios are in working order. If a weather radio is not working properly, notify the Safety and Security department as soon as possible to either repair or replace the radio.

FIRE

DISCOVERY OF A FIRE:

- ✓ Activate fire alarm if not already sounding.
- ✓ Call 911 to ensure fire department notification.
- ✓ Evacuate the building via safe and clear routes.
- ✓ Assemble students away from smoke, parking lots and emergency equipment. Students should remain in classroom groups under the supervision of a teacher.
- ✓ Verify attendance at assembly area outside of building. Submit missing person information immediately to the incident commander.
- ✓ Principal or designee remains with the fire department incident commander until termination of the fire. A designee should be authorized to make decisions and be equipped with a cell phone, contact numbers and school radio.
- ✓ Notify District Office (239-4000)

ADMINISTRATOR REMINDERS:

- ✓ Fire department incident commander is in charge. Administrator or designee must remain with incident commander throughout the incident.
- ✓ Principal will direct teachers and staff.
- ✓ Teachers will direct students.
- ✓ Assign employees to control parents and media.
- ✓ Fire drill evacuation routes and alternates to be posted in every classroom.

BOMB THREAT

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

TELEPHONE THREAT:

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

WRITTEN THREAT:

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

NOTIFICATIONS:

School Administrator	
Police	911
Safety & Security	239-4007
District Office	239-4000

ADMINISTRATOR ACTIONS:

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

SUSPICIOUS PACKAGES OR LETTERS

WHAT MAKES A PACKAGE OR LETTER SUSPICIOUS?

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

ACTIONS:

- ✓ Do not open or smell a suspicious letter or package.
- ✓ Evacuate area around the letter or package.
- ✓ Call 911 to advise of situation.
- ✓ Do not allow anyone other than police to examine the item.
- ✓ Notify District Office via 239-4000/4020/4007.

BOMB THREAT CALLER CHECKLIST

Exact time of call: _____

Exact words of caller: _____

Incoming number on caller ID: _____

Telephone number receiving call: _____

Person receiving call: _____

QUESTIONS TO ASK

(KEEP CALLER ON LINE AS LONG AS POSSIBLE)

When is bomb going to explode? _____

Where is it? _____

Why are you doing this? _____

What kind of bomb is it? _____

What does it look like? _____

What will make it explode? _____

Are you a Blue Valley student? _____

Do you need someone to talk to? _____

CALLER'S VOICE (Circle all that apply)

Calm Disguised Accent Angry Slurred Slow

Loud Sincere Rapid Stutter Crying Stressed

Is voice familiar? _____

Background noises? _____

LOCKDOWNS

The purpose of a lockdown is to shield students, staff and visitors from exposure to a harmful situation, allowing administrators and emergency responders time to achieve a safe resolution. The lockdown protocol is established with the understanding that incidents precipitating this action are unpredictable and constantly changing.

As with any emergency, circumstances may dictate a variance from the basic emergency plan, relying on the experience and common sense of a staff member for prudent decision making. For example, if students are locked down in a classroom and that room begins to fill with smoke, a teacher may be compelled to seek a safe way to evacuate.

When making a decision to deviate from the lockdown plan, staff members should remember that in the majority of school emergencies involving violent behavior, those who sought refuge behind locked interior doors were not injured or killed.

In Blue Valley, we use three types of lockdowns:

SECURE ENTRY: Building administrators will ensure all perimeter doors are closed and locked. Designated staff members should physically check each door. All outdoor activities are suspended and, if applicable, students returned inside.

LOCK & TEACH: All occupants should secure themselves in a locked room. Nobody should remain in the hallways or bathrooms. The educational process will continue behind locked doors during a Lock & Teach.

Lock & Teach examples:

Medical Emergency
Police Canine Search of Building
Animal Loose in Building
Agitated Person in the Office

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

Lockdown – Lights Out examples:

Armed Intruder
Gunshots in Building
Bomb Threat
Fugitives in Area

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

INITIATING A LOCKDOWN - LIGHTS OUT: In most situations, a building administrator will be responsible for initiating a Lockdown – Lights Out. It should be noted, however, that adult staff members are empowered to initiate this measure if they have reason to believe that students are in immediate imminent danger of great bodily harm or death and initiating a Lockdown – Lights Out is an appropriate immediate response to the threat to avoid physical harm or death.

For example, if a teacher saw an expelled student enter a building with a firearm, it would be appropriate for that teacher to alert others to move into a Lockdown – Lights Out status. This could be accomplished in whatever manner is most expeditious at the time, e.g., call the office and have the administrative assistant make a P.A. announcement, use a portable radio if available to alert others or simply call out to other staff members.

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

LOCKDOWN CONSIDERATIONS

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

SHELTER IN PLACE

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

Building administrators are responsible for ensuring that the gymnasium is properly signed as the shelter in place location and that key staff members are instructed in the proper method of quickly shutting down the heating, ventilating and cooling systems. The school nurse will provide a supply of duct tape to cover door and window openings. This will assist in filtering the entry of air into the shelter areas.

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

Parents who are concerned about reuniting with their students should be informed that once the air is safe for them to breathe, it will be safe to release their students.

SCHOOL NOTIFIED OF HAZARDOUS SUBSTANCE IN AREA:

- ✓ Make a decision to shelter all students, staff and visitors in gymnasium.
- ✓ Close any open windows.
- ✓ Shut off the air circulation system.
- ✓ When everyone is in gymnasium, duct tape seams around doors, beginning with external doors first.
- ✓ Call 911 to advise fire/police of school status.
- ✓ Notify District Office via 239-4000/4020/4007.
- ✓ Communicate to parents via voice mail, media and phone. District office will assist in composing and sending if necessary.
- ✓ Monitor television and AM/FM radio in shelter for news updates.
- ✓ Maintain organization of students by class and teacher.
- ✓ Discontinue shelter in place only upon direction of appropriate emergency responders.

EVACUATION

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

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

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

EVACUATION ACTIONS:

- ✓ Confirm evacuation routes are clear and safe.
- ✓ Confirm assembly area on campus is clear and safe. Stay away from streets, parking lots and emergency equipment.
- ✓ Notify police/fire via 911.
- ✓ Notify District Office via 239-4000/4020/4007.
- ✓ Clear restrooms and athletic locker rooms.
- ✓ Teachers account for students via rosters. Pass missing student names immediately to administrators.
- ✓ Teachers bring classroom emergency kits with them to assembly area.
- ✓ Administrators account for all teachers, staff and visitors. Pass missing names to emergency responders.
- ✓ Media representatives must be contained in an area away from students. Do not allow media representatives to interview staff/students on campus.
- ✓ Nurse should bring medications and first aid supplies.

RELOCATION OF STUDENTS

Relocation of the student body will be undertaken if it is determined that the students and staff will not be able to re-enter a building within a reasonable amount of time or circumstances dictate that it is unsafe to remain on campus. Identification of the relocation site will be determined in consideration of the facts and circumstances of each specific incident. Students will then be relocated to a safe place for reunification with their parents/guardians. Specific instructions for parents/guardians will be made known via voice mail, local news media, Blue Valley ALERTS and the district's website, www.bluevalleyk12.org.

Ensuring each and every student is accounted for is of paramount importance in any relocation operation, as is their safe transfer to the reunification location. The Blue Valley Incident Commander will make the decision regarding relocation.

RELOCATION ACTIONS:

- ✓ Request buses from Durham by calling 913-681-2492.
- ✓ Notify 911 operator and District Office as soon as possible. Director of Communications will ensure parents are notified regarding the evacuation and relocation.
- ✓ Police escort may be requested for caravan of buses to relocation site as well as for traffic control and security.
- ✓ Additional responders, e.g., Flight Team, may be directed to report for assignment.
- ✓ Locate bus loading zones a safe distance from emergency equipment.
- ✓ Establish attendance checkpoints with rosters at each bus loading point. Missing students/staff should be immediately reported to administrators and emergency responders.
- ✓ Each bus will have at least one Blue Valley employee assigned to ride on it to maintain a list of evacuees on that bus. This list will be copied and distributed to the appropriate personnel at the relocation site.
- ✓ Students are to be escorted in groups from the bus unloading site to their designated assembly area. The staff member(s) on each bus will accompany their group to the assembly area and remain with them throughout this process.
- ✓ Designated assembly areas may include a gym, commons, classrooms or the bus itself.

CONSIDERATION FOR SPECIAL NEEDS STUDENTS:

- ✓ Identify all special needs persons routinely present in the building. Determine which of these persons will require a personal escort or special ambulatory assistance to evacuate.
- ✓ Ensure that a protocol is in place to communicate emergency notifications to these persons.
- ✓ Prepare the special needs population by discussing the confusion, alarm noises, announcements and presence of police/fire responders present during an emergency.
- ✓ Identify primary care givers and alternates who will be responsible for the organization, protection and movement of the special needs population during emergency operations and drills.
- ✓ Emergency evacuation chairs or other necessary transportation equipment should be stationed in readily available locations.
- ✓ In larger buildings, safe areas for special needs persons should be designated to await the arrival of emergency responders.

REUNIFICATION OF STUDENTS WITH PARENTS

- ✓ The Blue Valley DOCT Operations Officer (Executive Director of School Administration) will respond to the relocation site in advance of the evacuees. The Operations Officer will establish a command post and oversee the relocation site structure as well as the plan for reunification of students with parents. Other DOCT First Responders will report to the relocation site as needed.
- ✓ Staff and police should secure the site against unauthorized access.
- ✓ Upon their arrival, students should be organized in a logical sequence, i.e., by grade, teacher or alphabetically.
- ✓ Establish an “Assembly Area” where students will be safe until they are released to a parent/guardian. (Staff with school employees.)
- ✓ Establish a “Check-In Area” at main entrance to the site, where parents/guardians will request release of their student(s). (Staff with school employees and police officers.)
- ✓ Establish a “Release Area” where students will be reunited with parents/guardians. (Staff with school employees familiar with students.) No student will be released to a person unfamiliar to the student.

- ✓ Parents/guardians will complete a student release form prior to moving to the Release Area. Appropriate photo identification must be presented at the Check-In Area and employees should verify the person presenting the identification matches the photo. The student release forms will be maintained at the Check-In Area until collected by the DOCT.
- ✓ Instruct parents/guardian to leave the site upon reunification in order to make room for others.
- ✓ Counseling resources should be made available to families as they are reunited with their students.
- ✓ The status of all students must be confirmed before the relocation site activity is terminated.

Blue Valley USD #229

Student Release Form

This form is to be used in the event of an evacuation and/or relocation of students from a Blue Valley School. Parents/guardians must present a valid form of photo identification in order to secure the release of their student(s).

Date: _____ Relocation Site _____

Student (Print)	Parent (Print)	Parent (Signature)	Witness (Initials)

STANDARD EMERGENCY KITS

In order to be prepared for a variety of emergency situations, e.g., extended lockdown, tornado strike, fire, shelter in place, etc., all Blue Valley school principals will acquire and maintain standard emergency kits in each classroom. Teachers will carry their classroom emergency kits during emergency drills and in the event of an actual crisis.

These classroom kits should consist of a backpack with the following contents:

- Clipboard
- Class roster
- Pencil
- Paper
- Bottled water (6)
- Paper cups (30)
- Flashlight
- Extra batteries
- Lifesavers candy
- Whistle
- Wipes
- Hand sanitizer
- Ice packs
- Crisis plan
- Tarp
- Safety glow sticks (4)
- Basic first-aid kit
 - Band-Aids
 - Neosporin
 - Gauze
 - Tape
 - Gloves
 - CPR mask

A secondary emergency kit may be placed in school tornado shelters consisting of the following:

- Supply of water
- Toilet paper
- Bucket
- Supply of blankets
- Hand crank radio

GAS LINE BREAK

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

LEAK DETECTED INSIDE OR OUTSIDE NEAR BUILDING:

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

NOTIFICATIONS

- | | |
|---|--|
| ✓ Fire Department | 911 |
| ✓ Kansas Gas Service
(Buildings located east of Antioch) | 1-888-482-4950 |
| ✓ Atmos Energy
(Buildings located west of Antioch) | 1-800-662-6185 |
| ✓ Buildings & Grounds Department | 239-4090
816-835-5550 (After Hours) |
| ✓ District Office | 239-4000 |

ELECTRIC POWER FAILURE

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

NOTIFICATIONS:

Operations & Maintenance	239-4090 816-835-5550 (After Hours)
Kansas City Power & Light	816-471-5275
IT Services	239-4080
District Office	239-4000

WATER LINE BREAK

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

NOTIFICATIONS:

Operations & Maintenance	239-4090 816-835-5550 (After Hours)
Water District Number One	895-1800 (24 Hours)
Olathe Water (Liberty View Elementary)	971-9311 971-5122 (After Hours)
District Office	239-4000

MEDICAL EMERGENCIES

Response to students or staff who experience illness or injury must be quick and decisive. The school nurse is the primary first responder to all medical emergencies in Blue Valley schools; however, employees are empowered to call 911 if they believe the situation warrants it.

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

EMERGENCY RESPONSE NEEDED?

- ✓ Call 911
- ✓ Be ready with following information for 911 operator:
 - Address of school.
 - Nature of injury/illness.
 - Age and sex of patient.
 - Where emergency crew should enter building and who will meet them.
- ✓ Do not leave the patient alone while awaiting the arrival of emergency medical services.
- ✓ An administrator or their designee should tune their radio to the Emergency channel in the event the responding ambulance crew needs additional information, e.g., which entrance to use. High school administrators only may initiate radio traffic with responding emergency crews.
- ✓ The patient should be afforded as much privacy as possible.
- ✓ The emergency responders should be met outside the building and escorted to the patient's location.
- ✓ Notify parents/guardians of the situation as soon as possible. Building administrator will determine if a Blue Valley representative should be present at the hospital to assist the family.
- ✓ Notify District Office via 239-4020/4040/4007/4303.

Injuries to students or staff should be documented on a Blue Valley Schools Incident Report form within 24 hours of the injury and forwarded to the Safety and Security Department.

MISSING OR RUNAWAY STUDENT

The protocol for responding to a report of a missing or runaway student may vary depending on the age of the student as well as any special circumstances surrounding their disappearance. When applicable, administrators should utilize the following steps to investigate and resolve a missing or runaway student incident:

- ✓ Call 911 - If facts and circumstances suggest the student may be in danger, call for police assistance and collaboration. If available, contact the SRO or campus officer in your building.
- ✓ Interview staff members/students who last had contact with the missing or runaway student.
- ✓ Attempt to reach the student by cell phone.
- ✓ Notify the appropriate Executive Director of School Administration, Chief Learning Officer and the Director of Safety and Security.
- ✓ Check video surveillance camera system for information on the student's last location and direction of travel.
- ✓ Unless it is confirmed the student has left the property, search the building and surrounding campus utilizing available staff members.

During the school day:

- ✓ Notify parent/guardian as soon as it is evident the student is no longer present at school.
- ✓ Consider posting available staff members at exterior doors to ensure no one leaves the building.
- ✓ Consider placing the building in a "Lock and Teach" status, while the building is searched. Outdoor campus, parking lots and adjacent areas may be included in this search.

After school hours:

- ✓ Make contact with parent/guardian when it is determined the student is missing and coordinate efforts to locate the student.
- ✓ If applicable, check with the bus company for information regarding the student's whereabouts.
- ✓ Consider having two staff members attempt to locate the student by driving the area between the school and the student's residence.
- ✓ Contact parents of known friends of the missing student for any additional relevant information.

WORK RELATED INJURY REPORTING PROCEDURES

Worker's compensation is an insurance plan provided by an employer (by law) to pay employee benefits for job-related injuries, disability, or death. An employee cannot be fired, demoted, or otherwise discriminated against for filing a claim in good faith.

FILING A WORKER'S COMPENSATION CLAIM

- ✓ Employees should report all work-related injuries immediately to their supervisor.
- ✓ If the injury is life or limb threatening, call 911. Employees should be taken to the Shawnee Mission 24-Hour Emergency Department located at 7820 W. 165th Street in Overland Park. The supervisor should notify the Safety and Security department at 239-4007 as soon as possible.
- ✓ If the injury is not of a critical nature, the employee will be instructed to seek medical attention from the school nurse. Advent Health - Centra Care located at 9099 W. 135th Street in Overland Park will be used if further treatment is necessary. Safety and Security must give approval for Advent Health - Centra Care to treat an employee.

REQUIRED FORM TO BE COMPLETED WITHIN 24 HOURS

An "Employee Accident Report" form may be obtained from a school nurse or the Safety and Security Department. All forms are to be completed and submitted to the Safety and Security Department within 24 hours. A physician will conduct a medical evaluation of the injured employee and complete a "Work Ability Report" form. The physician will stipulate any work restrictions for the injured employee on this form.

BLOODBORNE PATHOGENS EXPOSURE

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

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

REDUCING THE RISK OF EXPOSURE

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

RESPONSE TO BLOODBORNE PATHOGEN EXPOSURE

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

Immediately report the incident to a supervisor, school nurse and Safety and Security department to arrange for a medical evaluation.

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

AUTOMATED EXTERNAL DEFIBRILLATORS (AED)

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

AED's are present in all Blue Valley schools as well as several other buildings in the District. Key personnel are identified and trained as qualified operators of these devices. The AED program is managed by the Safety and Security department.

AED ACTIONS:

- ✓ A list of AED/CPR certified employees should be maintained in each school building's crisis plan.
- ✓ It is also suggested that administrators affix a list of AED certified employees to the building's AED(s).
- ✓ It is recommended that all building crisis response team members maintain a current certification for using an AED as well as administering CPR.
- ✓ The school nurse will conduct routine checks of all AED equipment in their assigned building to ensure proper operation and battery strength.

PLAYGROUND SAFETY

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

- ✓ Custodial staff should be directed to check the playground each morning for any hazardous items or unsafe conditions. Trash and debris should be removed from playgrounds before students arrive for recess, as these items may be hazardous.
- ✓ Administrators should assign an adequate number of staff members to monitor the entire playground. Playground monitors are encouraged to remain vigilant of adjacent streets, cars, open land and homes. Any suspicious activity should be reported immediately to the main office and monitors should always be empowered to direct students to discontinue recess at any time. Monitors should maintain separate positions on the periphery of the playground in order to discourage bullying, unsafe acts and other misbehaviors.
- ✓ Students should be prohibited from running near the swings while they are in use.
- ✓ Students should be prohibited from jumping off swings while they are in mid-air.
- ✓ Playground monitors should be encouraged to report any broken, inoperative or missing playground equipment. Damaged or broken equipment should be reported to Facilities and Operations (4090) and the equipment not be used until it is repaired.
- ✓ Playground monitors should be empowered to re-direct students who are misusing equipment and follow-up with continued direction if necessary, e.g., the monkey bars should never be used for gymnastic routines.
- ✓ Playground monitors should always have a portable radio on the playground and periodically conduct radio tests with the main office to ensure operability.
- ✓ Injured children should not be sent to the nurse's office from the playground without an adult escort.
- ✓ Playground monitors should identify areas of refuge near the playground where students could be safeguarded during a lockdown that has been declared because of a problem inside the building.
- ✓ School administrators may establish additional guidelines for the safety of their playgrounds.

Any administrator who believes an unsafe condition exists on or around their playground(s) should immediately contact the Safety and Security department for consultation.

REGISTERED SEX, VIOLENT OR DRUG OFFENDER RESTRICTIONS

The District Management Guide prohibits a person who is a registered sex, violent or drug offender (hereinafter referred to as a registered offender) from being present at school or a school-related activity, except for the following:

1. A person who is a registered offender and who is also a parent or guardian of a child enrolled in the Blue Valley School District may attend Parent-Teacher conferences, IEP meetings, and other similar events when their presence is required by a building administrator.

2. A person who is a registered offender and who is also a parent or guardian of a child enrolled in the Blue Valley School District, or who is a family member (grandparent, sibling, aunt, uncle, cousin, etc.) of a child enrolled in the Blue Valley School District, may attend school-related events as a spectator, such as school activities and athletic events, only if a written request has been made by the registered sex offender to the building administration prior to the event and permission to attend has been granted. The registered offender will be asked to leave school district property for failure to follow these guidelines.

3. Documents from a court of law may supersede the provisions of this guideline.

If a building administrator becomes aware of a parent, guardian, or other visitor to their school or school related activity who is a registered offender they should contact the Director of Safety and Security to ensure the rules outlined above are being followed.